

# AGENDA

## Utah Counties Indemnity Pool Board of Directors Meeting

Thursday, June 28, 2018, 12:30 p.m.

UAC/UCIP Building, 5397 S Vine, Murray, Utah

12:30 Open Meeting, Pledge of Allegiance

Bruce Adams

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### ITEM ACTION

1.	Review/Excuse Board Members Absent	Bruce Adams
2.	Review/Approve April 19, 2018 Meeting Minutes	Karla Johnson
3.	Ratification/Approval of Payments and Credit Card Transactions	Karla Johnson
4.	Review/Approve Office of the State Treasurer Public Entity Resolution	Sonya White
5.	Review/Approve County Related Entities Membership	Mike Wilkins
6.	Review/Approve Coverage Addendum Amendments	Johnnie Miller
7.	Review/Approve CEO Authority for Coverage Addendum Amendments	Johnnie Miller
8.	Review/Approve Bylaws Amendments	Johnnie Miller
9.	Review/Approve Pre-Loss Legal Program Hotline	Johnnie Miller
10.	Review/Approve Salary Market Study	Deb Alexander
11.	Review/Approve Personnel Policy Amendments	Deb Alexander
12.	Review/Approve URS Contribution Rates July 1, 2018 – June 30, 2019	Sonya White
13.	Review/Approve 2019 Projected Budget	Sonya White
14.	Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation	Bruce Adams
15.	Action on Litigation Matters	Dale Eyre
16.	Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual	Bruce Adams
17.	Action on Personnel Matters	Deb Alexander

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### INFORMATION

18.	Review Officer Conflict of Interest Statements	Bret Millburn
19.	Review Expansion of Defense of Officials	Dale Eyre, Johnnie Miller
20.	Review UAC Fall Convention	Jim Kaiserman, Johnnie Miller
21.	Review Strategic Planning Schedule	Sonya White
22.	Review AGRIP Fall Educational Forum Schedule	Sonya White
23.	Chief Executive Officer's Report	Johnnie Miller
24.	Other Business	Bruce Adams

Electronic Meeting Notice: 515-604-9807, Participant Passcode: 675642 Anchor Location: 5397 S Vine, Murray, UT



**Subject:** Public Notice for Board of Directors

**Date:** Wednesday, June 27, 2018 at 10:26:51 AM Mountain Daylight Time

**From:** support@utah.gov

**To:** Sonya White, bbadams@sanjuancounty.org

## Utah Public Notice

### Board of Directors

#### Board of Directors Meeting

**Notice Date & Time:** 6/28/18 12:30 PM -6/28/18 3:30 PM

#### **Description/Agenda:**

Review/Excuse Board Members Absent  
Review/Approve April 19, 2018 Meeting Minutes  
Ratification/Approval of Payments and Credit Card Transactions  
Review/Approve Office of the State Treasurer Public Entity Resolution  
Review/Approve County Related Entities Membership  
Review/Approve Coverage Addendum Amendments  
Review/Approve CEO Authority for Coverage Addendum Amendments  
Review/Approve Bylaws Amendments  
Review/Approve Pre-Loss Legal Program Hotline  
Review/Approve Salary Market Study  
Review/Approve Personnel Policy Amendments  
Review/Approve URS Contribution Rates July 1, 2018 – June 30, 2019  
Review/Approve 2019 Projected Budget  
Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation  
Action on Litigation Matters  
Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual  
Action on Personnel Matters  
Review Officer Conflict of Interest Statements  
Review Expansion of Defense of Officials  
Review UAC Fall Convention  
Review Strategic Planning Schedule  
Review AGRIP Fall Educational Forum Schedule  
Chief Executive Officer's Report  
Other Business

#### **Notice of Special Accommodations:**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Indemnity Pool, 5397 S Vine St, Murray, UT 84107-6757, or call 801-565-8500, at least three days prior to the meeting.

**Notice of Electronic or telephone participation:**

Any Member of the Utah Counties Indemnity Pool Board of Directors may participate telephonically.

**Other information:**

**Location:**

5397 South Vine Street, Murray, 84107

**Contact information:**

Sonya White , [sonya@ucip.utah.gov](mailto:sonya@ucip.utah.gov), (801)307-2113



# UTAH COUNTIES

INDEMNITY POOL

## BOARD OF DIRECTORS' MEETING: MINUTES

June 28, 2018, 12:30 p.m.

UAC/UCIP Building, 5397 S Vine, Murray, Utah

### BOARD MEMBERS PRESENT

Bruce Adams, *President*, San Juan County Commissioner  
Karla Johnson, *Secretary/Treasurer*, Kane County Clerk/Auditor  
Deb Alexander, Davis County Human Resources Director  
Blaine Breshears, Morgan County Sheriff  
William Cox, Rich County Commissioner  
Dale Eyre, Sevier County Attorney  
Victor Iverson, Washington County Commissioner  
Jim Kaiserman, Wasatch County Surveyor

### BOARD MEMBERS ABSENT

Bret Millburn, *Vice President*, Davis County Commissioner  
Alma Adams, Iron County Commissioner  
Mike Wilkins, Uintah County Clerk/Auditor  
James Ebert, Weber County Commissioner  
Mark Whitney, Beaver County Commissioner

### OTHERS PRESENT

Johnnie Miller, UCIP Chief Executive Officer  
Sonya White, UCIP Chief Financial Officer  
Alex Getts, UCIP Education & Training Specialist

### Call to Order

Bruce Adams called the meeting of the Utah Counties Indemnity Pool's Board of Directors to order at 12:30 p.m. on June 28, 2018 and welcomed those in attendance. Bruce Adams led the Pledge of Allegiance.

### Review/Excuse Board Members Absent

William Cox made a motion to excuse Brett Millburn, James Ebert, Alma Adams, and Mike Wilkins, from this meeting. Karla Johnson seconded the motion, which passed unanimously.

### Review/Approve April 19, 2018 Meeting Minutes

The draft minutes of the Board of Directors meeting held April 19, 2018 were previously sent to the Board Members for review (see attachment number one). William Cox made a motion to approve the April 19, 2018 Board of Directors meeting minutes as written. Victor Iverson seconded the motion, which passed unanimously.

### Ratification/Approval of Payments and Credit Card Transactions

Karla Johnson reported that she has reviewed the payments made, the payments to be made and the credit card transactions of the Pool as of June 28, 2018 (see attachment number two). William Cox made a motion to approve the payments made, the payments to be made and the credit card transactions as presented. Victor Iverson seconded the motion, which passed unanimously.

### Review/Approve Office of the State Treasurer Public Entity Resolution

Sonya White reported that the Office of the State Treasurer has a new online Public Treasurer Investment Fund (PTIF) account management platform that requires PTIF pool participants to adopt a resolution authorizing at least two individuals from the organization to make changes to PTIF accounts (see attachment number three). Victor Iverson made a motion to approve the Office of the State Treasurer Public Entity Resolution authorizing Johnnie Miller and Sonya White to act on behalf of the Pool's PTIF accounts. Karla Johnson seconded the motion, which passed unanimously.

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UTAH COUNTIES INDEMNITY POOL

5397 S Vine Street, Murray, UT 84107-6757  
(801)565-8500 [ucip.utah.gov](http://ucip.utah.gov)

#### Review/Approve County Related Entities Membership

Johnnie Miller provided a membership application summary report for San Juan Public Health Special Service District (see attachment number four). Miller explained that San Juan County participated in the Southeast Public Health interlocal group (which is a UCIP member) but terminated membership in the interlocal and have created their own separate health district under the Special Service District Act. Based on the recommendation of staff, William Cox made a motion to approve the San Juan Public Health Special Service District as a qualified participating member of the Pool. Deb Alexander seconded the motion, which passed unanimously.

Johnnie Miller provided a membership application summary report for the Wilson Arch Water and Sewer Special Service District (see attachment number five). Miller explained that UCIP does not currently cover entities that operate water or sewer services, so the UCIP Coverage Addendum and underwriting procedures do not contemplate these types of exposures. Comparisons as to what other state pools are paying for similar services can be researched to provide additional information to the Board as they discuss the option of expanding coverage to entities providing municipal services. Membership approval for the Wilson Arch Water and Sewer Special Service District was tabled until additional information can be provided.

#### Review/Approve Coverage Addendum Amendments

Amendments to the participating members endorsement and retroactive dates endorsement, for newly participating members, of the Coverage Addendum were presented to the Board by Johnnie Miller (see attachment number six). William Cox made a motion to approve the Coverage Addendum Amendments as presented. Dale Eyre seconded the motion, which passed unanimously.

#### Review/Approve CEO Authority for Coverage Addendum Amendments

A memorandum, regarding CEO Authority to Amend Coverage Addendum Endorsements, was previously sent to the Board for review (see attachment number seven). Johnnie Miller explained that the Interlocal Agreement authorizes the Board to delegate any of its authority to the Chief Executive Officer and recommended that the Board provide the CEO authority to approve amendments to Coverage Addendum Endorsements titled *Participating Members, Member Schedule of Liability Limits and Sublimits, Errors and Omissions Retroactive Dates, General Liability, Law Enforcement and Auto Retroactive Dates and Cyber Liability Retroactive Dates*. Victor Iverson made a motion to delegate authority to amend Coverage Addendum Endorsement pages identifying the members of the pool to the Chief Executive Officer. Blaine Breshears seconded the motion, which passed unanimously.

#### Review/Approve Bylaw Amendments

Amendments to the Bylaws of the Utah Counties Indemnity Pool were previously sent to the Board for review (see attachment number eight). Johnnie Miller reported on changes proposed to the Bylaws, which include: 1) defining terms previously undefined; 2) clarifying the right to a dividend; 3) clarifying the designated representative to vote at a membership meeting; 4) adding language to Article 5 *Board of Directors* relating to member access to the financial audit and budget, and reference to the Reimbursement Policy for reasonable and approved expenses; 5) reference to the Electronic Meeting Policy; 6) *Arbitration* changed to *Mandatory Pre-Litigation Mediation* (Article 12) with language explaining pre-litigation mediation in lieu of arbitration. Jim Kaiserman made a motion to approve the amendments to the Bylaw as presented. Deb Alexander seconded the motion, which passed unanimously.

#### Review/Approve Pre-Loss Legal Program (Hotline)

Johnnie Miller reported that UCIP's Pre-Loss Legal Assistance Program (Hotline) was implemented prior to his employment with UCIP without a written policy in place. The Litigation Management Committee discussed this Program and agreed that the recommended policy for this Program would be that when a UCIP Member contacts UCIP attorneys for advice, under this Program, the attorney will contact the county member attorney to discuss the issue prior to providing legal advice to the Member. UCIP would also clarify on its website that any county employee that uses the service will need to coordinate with the county attorney's office (see attachment number nine). Dale Eyre made a motion to approve the Pre-Loss Legal Assistance Program Policy as recommended and presented. Deb Alexander seconded the motion, which passed unanimously. The Board will review the written policy on this item at their next meeting.



#### Review/Approve Salary Market Study

Deb Alexander reported that the Personnel Committee of the UCIP Board reviewed and discussed the findings of the Association of Governmental Risk Pools (AGRIP) salary market study performed on the duties and experience of UCIP employees. In order to bring compensation closer to market values, Deb Alexander made a motion to increase the CEO salary to \$190,000, the CFO salary to \$90,000, and the Education and Training Specialist salary by \$4,000 effective July 1, 2018. Alexander included in the motion a 2% cost of living adjustment for all UCIP employees to become effective January 1, 2019. Dale Eyre seconded the motion, which passed unanimously.

#### Review/Approve Personnel Policy Amendments

Proposed amendments to the Personnel Policy was previously sent to the Board for review (see attachment number ten). Deb Alexander explained that additional language is proposed to Section III.A.2 to include UCIP matching contributions to the URS 457(b) Plan. Alexander explained that additional language is proposed to Section IV.D.3 requiring that *all usernames, passwords, personal identification numbers or any other security codes or devices restricting access to UCIP computer equipment or software programs must be provided to the Chief Financial Officer*. Deb Alexander made a motion to approve the amendments to the Personnel Policy. William Cox seconded the motion, which passed unanimously. Based on the approval of the amendments to the Personnel Policy, Sonya White explained that the URS Service Agreement Form is required of participating employers to allow employees to make elective deferrals to the 457(b) plan (see attachment number 11). Deb Alexander made a motion authorizing Sonya White to enter into the URS Service Agreement as the participating employer of UCIP to allow employees to make elective deferrals to URS plans and programs. Jim Kaiserman seconded the motion, which passed unanimously. Karla Johnson recommended reviewing the auto allowance allocation at the Board's August meeting.

#### Review/Approve URS Contribution Rates July 1, 2018 – June 30, 2019

Sonya White provided the Board with Utah Retirement Systems (URS) retirement contribution rates that would be effective July 1, 2018 through June 30, 2019 (see attachment number 12). Deb Alexander made a motion to approve the URS Contribution Rates for July 1, 2018 to June 30, 2019 as presented for Tier 1 and Tier 2 employees. Victor Iverson seconded the motion, which passed unanimously.

#### Review/Approve 2019 Projected Budget

Sonya White reported that projected administrative costs for 2019 are required by the Pool's actuary, By The Numbers Actuarial Consultants (BYNAC), in order to conduct their annual rate study. White provided the Board with a draft 2019 Projected Budget based on expenses paid to date and estimated increases projected for administrative expenses (see attachment number 13). Jim Kaiserman made a motion to approve the Projected Budget as presented. Blaine Breshears seconded the motion, which passed unanimously.

#### Set Date and Time for Closed Meeting

Dale Eyre made a motion to strike agenda item: *Set Date and Time for a Closed Meeting to Discuss Pending or Reasonably Imminent Litigation*. Jim Kaiserman seconded the motion, which passed unanimously.

#### Action on Litigation Matters

Dale Eyre made a motion to strike agenda item: *Action on Litigation Matters*. Jim Kaiserman seconded the motion, which passed unanimously.

#### Set Date and Time for Closed Meeting

Karla Johnson made a motion to strike agenda item: *Set Date and Time for a Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual*. William Cox seconded the motion, which passed unanimously.

#### Action on Personnel Matters

Karla Johnson made a motion to strike agenda item: *Action on Personnel Matters*. William Cox seconded the motion, which passed unanimously.

#### Review Officer Conflict of Interest Statements

Dale Eyre reported that Sheriff Blaine Breshears and Mark Whitney have submitted their conflict of interest statements for the Board's review and have no known conflicts serving as a Board Member of UCIP.

#### Review Expansion of Defense Officials

Dale Eyre reported that the Litigation Management Committee met and discussed the issue of expanding defense coverage to defend criminal charges. Eyre explained that the consensus of the Committee is that expanding UCIP coverage did not seem viable nor is it generally supported; as defense costs can't be ethically defended and defense counsels must be completely independent. Eyre suggested the possibility of counties pooling money in the event of acquittals. Johnnie Miller reported that he met with the county civil attorneys' group for direction on the subject. The civil attorneys reported concerns during the investigative stage of the process and are willing to work with the legislature to amend the reimbursement statute. This issue will be brought up for further discussion during the Board's Strategic Planning meeting in August.

#### Review UAC Fall Convention

Jim Kaiserman explained that he has been approached by county officials and vendors to reestablishing the golf tournament in conjunction with the UAC Fall Convention. Kaiserman requested \$3,000 from UCIP to support the tournament. Johnnie Miller reported that the golf tournament originally phased out due to media reports regarding legislators at the tournament. Miller will coordinate with UAC's CEO, Adam Trupp, to conduct a survey of the elected officials to gauge interest for a golf tournament during the UAC Annual Convention.

Johnnie Miller reported that UAC has not replaced their Communications Director, Doug Perry, who planned the Annual Convention. To Miller's knowledge, the coordination of the Convention planning is on hold, leaving UCIP without a definite date to hold its Annual Membership Meeting in conjunction with UAC's Convention.

#### Review Strategic Planning Schedule

Sonya White provided the Board with August's Strategic Planning schedule (see attachment number 14). Board Members will meet in Cedar City, August 20-22, 2018.

#### Review AGRIP Fall Educational Forum Schedule

Sonya White provided the Board with October's AGRIP Educational Fall Forum schedule (see attachment number 15). Lodging reservations can only be made at registration for the training so White requested that Board Members inform her of their intention to attend as soon as possible.

#### Chief Executive Officer's Report

Johnnie Miller reported that UCIP staff is compiling member exposure data in preparation of the underwriting process for the 2019 rating.

Johnnie Miller reported that the Sheriff's Association is interested in utilizing UCIP's LocalGovU law enforcement component. Miller is working with the Sheriffs to propose expanding coverage for canines killed in the line of duty.

Johnnie Miller reported that the last Land Use 101 training he conducted had a great turnout from counties planning commissions.

Johnnie Miller reported that at the County Reinsurance Limited (CRL) Spring Board Meeting rate reductions and coverage expansions were announced.

Johnnie Miller explained that as he conducts discrimination and harassment training within the counties, they frequently result in requests for additional supervisory training.

Johnnie Miller reported he is preparing for the October Civil Conference in Moab.

Johnnie Miller reported that the western states county pools are having a claims manager conference in which Korby Siggard will attend and represent UCIP.

Chief Executive Officer's Report (continued)

Johnnie Miller reported that staff is currently planning for the Risk Management Workshop in September. Miller is looking to conduct long-term planning with the Board during the Strategic Planning meeting in August.

Other Business

The next meeting of the Board of Directors will be held Wednesday, August 22, 2018 at 8:30 a.m. at the Courtyard Marriott, 1294 So. Interstate Drive, Cedar City, Utah.

William Cox made a motion to adjourn the meeting of the Utah Counties Indemnity Pool Board of Directors at 3:30 p.m. on June 28, 2018. Victor Iverson seconded the motion, which passed unanimously.

Prepared by:



Sonya White, UCIP Chief Financial Officer

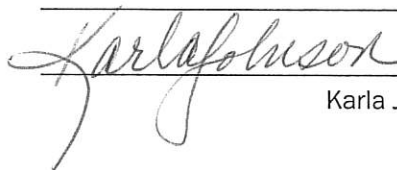
Submitted on this

22

day of

Aug

2018



Karla Johnson, Secretary/Treasurer

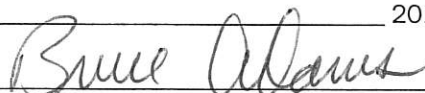
Approved on this

20

day of

Aug

2018



Bruce Adams, President





# UTAH COUNTIES INDEMNITY POOL

## PAYMENTS AND CREDIT CARD TRANSACTIONS

April 20 - June 28, 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
500-000000-10010100 ZionsMLC					
04/23/2018	Check	ACH	Wasatch County	Claim: WAT0000162018	-5,403.25
04/24/2018	Check	ACH	Dunn & Dunn, PC	Invoice: 37756	-3,233.00
04/24/2018	Check	ACH	Dunn & Dunn, PC	Invoice: 37757	-5,182.00
04/24/2018	Check	ACH	Dunn & Dunn, PC	Invoice: 37758	-4,437.50
04/24/2018	Check	ACH	Mylar Law, PC	Invoice: 20180055	-4,347.00
04/24/2018	Check	ACH	Mylar Law, PC	Invoice: 20180054	-3,576.00
04/24/2018	Check	ACH	Mylar Law, PC	Invoice: 20180053	-7,413.42
04/25/2018	Check	BILLPAY	Enterprise Rent-A-Car, Inc.	Invoice: IAG4709	-113.58
04/25/2018	Check	BILLPAY	Cascade Collision Repair	Invoice: 57030	-566.07
04/25/2018	Check	BILLPAY	Karen Tucker	Claim: MOR0000532018	-152.28
04/25/2018	Check	BILLPAY	Stavros Law P.C.	Claim: EME0000902017	-75,000.00
05/08/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 621227	-4,270.61
05/08/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 621225	-4,080.63
05/08/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 621223	-3,454.61
05/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00318	-2,115.00
05/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00317	-6,943.64
05/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00315	-5,315.00
05/08/2018	Check	ACH	Mylar Law, PC	Invoice: 20180063	-3,255.00
05/08/2018	Check	ACH	Mylar Law, PC	Invoice: 20180062	-3,172.00
05/08/2018	Check	ACH	Mylar Law, PC	Invoice: 20180065	-2,149.00
05/08/2018	Check	ACH	Mylar Law, PC	Invoice: 20180064	-2,411.03
05/08/2018	Check	ACH	Strong & Hamni	Invoice: 181011	-1,210.00
05/08/2018	Check	ACH	Strong & Hamni	Invoice: 180970	-5,853.10
05/08/2018	Check	ACH	Strong & Hamni	Invoice: 181014	-4,597.32
05/08/2018	Check	ACH	Strong & Hamni	Invoice: 181015	-1,831.80
05/08/2018	Check	ACH	Strong & Hamni	Invoice: 181015	-1,984.79
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289710	-2,096.59
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289706	-5,135.58
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289705	-7,183.09
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289704	-3,478.67
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289702	-1,425.82
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289536	-36.17
05/08/2018	Check	ACH	Sutler Axland	Invoice: 1289701	-1,356.00
05/08/2018	Check	ACH	Weiler County	Claim: WEB0000742018	-2,816.70
05/08/2018	Check	ACH	Wasatch County	Claim: WAS0000172018	-1,661.16
05/08/2018	Check	BILLPAY	Dominic Zappia	Claim: SAU0000172018	-530.01
05/08/2018	Check	BILLPAY	Cindy Ardoin	Claim: IRO00000212018	-1,829.28
05/08/2018	Check	BILLPAY	Sam's Body Shop	Claim: WAS0000182018	-1,849.35
05/08/2018	Check	BILLPAY	Enterprise Rent-A-Car, Inc.	Invoice: 9862	-1,069.82
05/08/2018	Check	BILLPAY	Jayne E. Clark, M.D., PLLC	Invoice: IAG4709	-1,043.47
05/08/2018	Check	BILLPAY	Collision Forensics & Engineering, Inc.	Claim: WEB00004182013	-9,000.00
05/08/2018	Check	BILLPAY		Invoice: 13962	-4,492.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/14/2018	Check	ACH	Beaver County	Claim: BEA0000062018	-637.63
05/16/2018	Check	ACH	Mylar Law, PC	Invoice: 20180066	-8,377.89
05/16/2018	Check	ACH	Goebel Anderson PC	Invoice: 2288	-2,415.00
05/16/2018	Check	ACH	Goebel Anderson PC	Invoice: 2289	-3,048.28
05/16/2018	Check	ACH	Goebel Anderson PC	Invoice: 2290	-2,220.14
05/16/2018	Check	ACH	Goebel Anderson PC	Invoice: 2291	-9,282.20
05/17/2018	Check	BILLPAY	Robarge Collision	Voided - Invoice: 1339	0.00
05/21/2018	Expense		Zions Bank	SERVICE AND TRANSACTION FEES	-18.00
05/29/2018	Check	ACH	Davis County	Claim: DAY0000472018	-1,029.77
05/29/2018	Check	ACH	Wasatch County	Claim: WAT0000162018	-1,000.00
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625047	-3,220.00
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625081	-240.00
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625084	-2,107.70
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625083	-2,566.40
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625082	-418.50
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625085	-1,218.14
05/30/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625087	-4,720.19
05/30/2018	Check	ACH	Mylar Law, PC	Invoice: 20180072	-6,813.00
05/30/2018	Check	ACH	Mylar Law, PC	Invoice: 20180071	-3,455.00
05/30/2018	Check	ACH	Mylar Law, PC	Invoice: 20180070	-706.00
05/30/2018	Check	ACH	Mylar Law, PC	Invoice: 20180073	-4,823.00
05/30/2018	Check	ACH	Mylar Law, PC	Invoice: 20180074	-4,405.50
05/30/2018	Check	ACH	Mylar Law, PC	Invoice: 20180069	-5,607.00
05/30/2018	Check	ACH	Strong & Hamni	Invoice: 182083	-9,136.64
05/30/2018	Check	ACH	Strong & Hamni	Invoice: 182085	-2,021.91
05/30/2018	Check	ACH	Strong & Hamni	Invoice: 182084	-403.50
06/04/2018	Check	BILLPAY	Budget	Invoice: 1895215541	-11,726.62
06/08/2018	Check	ACH	Dunn & Dunn, PC	Invoice: 37761	-44,040.24
06/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00323	-9,126.16
06/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00322	-556.20
06/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00321	-7,395.00
06/08/2018	Check	ACH	Hulton Law Associates, PC	Invoice: 00320	-2,839.46
06/08/2018	Check	ACH	Mylar Law, PC	Invoice: 20180076	-3,767.00
06/08/2018	Check	ACH	Mylar Law, PC	Invoice: 20180075	-2,178.50
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289778	-1,359.60
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289779	-4,247.16
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289777	-686.27
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289776	-1,287.66
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289775	-2,264.30
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289774	-2,088.91
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289773	-1,410.84
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289772	-435.00
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289771	-1,914.95
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289770	-16,195.97
06/08/2018	Check	ACH	Sutler Axland	Invoice: 1289769	-2,898.71
06/12/2018	Check	BILLPAY	Southeast	Invoice: 1289768	-3,212.05
06/12/2018	Check	BILLPAY	Southeast	Claim: SEU0000022018	-2,725.96
06/12/2018	Check	BILLPAY	CritCourt, LLC	Claim: SEU0000012018	-11,928.71
06/12/2018	Check	BILLPAY		Invoice: 87857	-5,453.36

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
06/13/2018	Check	ACH	Kane County	Claim: KAN0000142018	-1,312.65
06/15/2018	Check	ACH	Dunn & Dunn, PC	Invoice: 37763	-12,356.50
06/15/2018	Check	ACH	M/air Law, PC	Invoice: 20180079	-9,207.69
06/15/2018	Check	ACH	M/air Law, PC	Invoice: 20180077	-2,542.04
06/15/2018	Check	ACH	M/air Law, PC	Invoice: 20180078	-6,802.03
06/15/2018	Check	BILLPAY	San Juan County	Claim: SAJ0000212018	-6,342.50
06/15/2018	Check	BILLPAY	Weber-Morgan Health	Claim: WMH0000012018	-27,435.34
06/15/2018	Check	BILLPAY	Department	Invoice: 87976	-3,200.90
06/21/2018	Check	ACH	Wasatch County	Claim: WAT0000162018	-899.25
06/21/2018	Check	ACH	Todd Carlson	Claim: WSM0000012018	-6,655.00
06/22/2018	Check	ACH	Goebel Anderson PC	Invoice: 2397	-8,750.00
06/22/2018	Check	ACH	Goebel Anderson PC	Invoice: 2396	-3,377.50
06/22/2018	Check	ACH	Goebel Anderson PC	Invoice: 2394	-3,850.00
06/22/2018	Check	ACH	Goebel Anderson PC	Invoice: 2393	-857.50
06/22/2018	Check	ACH	Goebel Anderson PC	Invoice: 2395	-2,135.00
06/22/2018	Check	ACH	Goebel Anderson PC	Invoice: 2398	-2,465.00
06/22/2018	Check	ACH	M/air Law, PC	Invoice: 20180081	-9,150.62
06/22/2018	Check	ACH	M/air Law, PC	Invoice: 20180082	-4,336.62
06/22/2018	Check	ACH	Frontier Adjusters, Inc.	Invoice: 1741600	-691.00
06/22/2018	Check	ACH	Driggs, Bills & Day, P.C.	Claim: RLC0000102017	-45,000.00
06/22/2018	Check	ACH	Driggs, Bills & Day, P.C.	Claim: RLC0000092017	-15,000.00
06/23/2018	Check	BILLPAY	Uintah County	Voided - Claim: UNIND000182018	0.00
06/23/2018	Check	BILLPAY	Citicourt, LLC	Invoice: 88069	-455.00
06/23/2018	Check	BILLPAY	Bear River Mutual Insurance Company	Invoice: 0623856	-3,000.00
06/25/2018	Check	BILLPAY	Janel R. Taylor	Claim: UNIND000172018	-979.57
Total for 500-000000-10010100 ZionsMLC					\$ -616,111.97
04/23/2018	Deposit		Zions Bank		5,858.00
04/23/2018	Expense				-154.42
04/27/2018	Payroll Check	DD	Mary L. Stevens	SERVICE AND TRANSACTION FEES	-1,848.43
04/27/2018	Payroll Check	DD	Alexander F. Gatts	Pay Period: 04/16/2018-04/30/2018	-1,335.88
04/27/2018	Payroll Check	DD	Johnnie R. Miller	Pay Period: 04/16/2018-04/30/2018	-5,311.89
04/27/2018	Payroll Check	DD	Korby M. Sigard	Pay Period: 04/16/2018-04/30/2018	-2,423.73
04/27/2018	Payroll Check	DD	Sonya J. White	Pay Period: 04/16/2018-04/30/2018	-2,034.44
04/27/2018	Tax Payment	IRS	IRS	Tax Payment for Period: 04/28/2018-05/01/2018 EFT ACKNOWLEDGEMENT NUMBER: 270851782603598	-4,801.19
04/27/2018	Deposit	SAJ	SAJ	Confirmation: 042022537603	8,314.00
04/30/2018	Check	ONLINE	Utah Retirement Systems	Emty: 0036789001	-8,137.04
04/30/2018	Check	ONLINE	Nationwide Retirement		-2,412.24

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
04/30/2018	Tax Payment		Solutions		-1,423.89
04/30/2018	Tax Payment		UT State Tax Commission	Tax Payment for Period: 04/01/2018-04/30/2018 confirmation number is 1-957-519-104	-1,423.89
04/30/2018	Check	ACH	PEHP-LTD	Agency: 1076	-180.57
04/30/2018	Check	ACH	Public Employees Health Program	Invoice: 0122394048	-7,215.07
04/30/2018	Check	ACH	Ama Adams	Board Meeting Reimbursement	-242.38
04/30/2018	Check	ACH	Karla Johnson	Board Meeting Reimbursement	-321.18
04/30/2018	Check	ACH	James Kaseaman	Board Meeting Reimbursement	-50.88
04/30/2018	Check	ACH	Johnnie R. Miller	Expense Reimbursement	-493.54
04/30/2018	Check	ACH	Alexander F. Gatts	Travel Reimbursement	-142.34
04/30/2018	Check	ACH	Korby M. Sigard	Travel Reimbursement	-450.80
04/30/2018	Check	ACH	Mary L. Stevens	Travel Reimbursement	-108.42
04/30/2018	Bill Payment (Check)	ACH	Les Olson Company	Invoice: EA779467	-37.52
04/30/2018	Bill Payment (Check)	ACH	Object Systems International, LLC	Invoice: 10006	-3,852.00
04/30/2018	Bill Payment (Check)	ACH	Strong & Hanni	Invoice: 181012	-1,692.00
04/30/2018	Bill Payment (Check)	ACH	Whitney Advertising & Design, Inc.	Invoice: 24834	-937.00
04/30/2018	Bill Payment (Check)	ACH	Whitney Advertising & Design, Inc.	Invoice: 24820	-541.09
04/30/2018	Check	ACH	Beaver County	2017 WC Audit	-1,569.42
04/30/2018	Check	ACH	Box Elder County	2017 WC Audit	-2,519.35
04/30/2018	Check	ACH	Kane County	2017 WC Audit	-2,676.65
04/30/2018	Check	ACH	Savner County	2017 WC Audit	-4,247.67
05/02/2018	Check	BILLPAY	Bruce Adams	Board Meeting Reimbursement	-318.00
05/02/2018	Check	BILLPAY	Bret Millburn	Board Meeting Reimbursement	-26.50
05/02/2018	Check	BILLPAY	Mike Wilkins	Board Meeting Reimbursement	-184.44
05/02/2018	Check	BILLPAY	Sonya J. White	Expense Reimbursement	-72.88
05/02/2018	Check	BILLPAY	Daggett County	2017 WC Audit	-8,000.97
05/02/2018	Check	BILLPAY	Uintah County	2017 WC Audit	-12,049.50
05/07/2018	Deposit		WEB		7,227.40
05/08/2018	Deposit		American Express	2017 WC Audit	77,679.50
05/09/2018	Bill Payment (Check)	ONLINE	Whitney Advertising & Design, Inc.	Invoice: 24859	-6,389.68
05/10/2018	Bill Payment (Check)	ACH	Larson & Company	Invoice: 22413850	-2,279.24
05/10/2018	Bill Payment (Check)	ACH	HCA Asset Management, LLC	Invoice: 18-0905	-22,000.00
05/10/2018	Bill Payment (Check)	ACH	Gallagher Bassett Services, Inc.	Invoice: 15281	-252.00
05/11/2018	Deposit	DD	Sonya J. White	Pay Period: 05/01/2018-05/15/2018	25,038.29
05/14/2018	Payroll Check	DD	Mary L. Stevens	Pay Period: 05/01/2018-05/15/2018	-2,034.43
05/14/2018	Payroll Check	DD	Alexander F. Gatts	Pay Period: 05/01/2018-05/15/2018	-1,848.43
05/14/2018	Payroll Check	DD	Johnnie R. Miller	Pay Period: 05/01/2018-05/15/2018	-1,335.88
05/14/2018	Payroll Check	DD	Korby M. Sigard	Pay Period: 05/01/2018-05/15/2018	-5,311.88
05/14/2018	Payroll Check	DD	Korby M. Sigard	Pay Period: 05/01/2018-05/15/2018	-2,423.71

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/14/2018	Tax Payment		IRS	05/15/2018 Tax Payment for Period: 05/12/2018-05/15/2018 EFT ACKNOWLEDGEMENT NUMBER: 270853465779063	-4,601.27	06/06/2018	Deposit		Kane County	3-41 009	2,500.00
05/14/2018	Transfer					06/13/2018	Bill Payment (Check)		American Express	Pay Period: 06/01/2018-	-3,062.48
05/15/2018	Bill Payment (Check)					06/14/2018	Payroll Check	DD	Sonya J. White	06/15/2018 06/01/2018 to 06/15/2018	-2,034.43
05/14/2018	Deposit				10,311.74	06/14/2018	Payroll Check	DD	Johnnie R. Miller	Pay Period: 06/01/2018- 06/15/2018 06/01/2018 to	-5,311.88
05/14/2018	Transfer				-90,000.00						
05/15/2018	Bill Payment (Check)		BILLPAY Commercial Surety Bond	Invoice: 361109	-50.00	06/14/2018	Payroll Check	DD	Alexander F. Getts	Pay Period: 06/01/2018- 06/15/2018 06/01/2018 to	-1,335.87
05/15/2018	Bill Payment (Check)		Agency	Invoice: 483477	-435.91						
05/17/2018	Check		BILLPAY Juab County	Overpayment WCF Payroll Audit (Juab Fire District)	-2,487.00	06/14/2018	Payroll Check	DD	Korby M. Siggard	Pay Period: 06/01/2018- 06/15/2018 06/01/2018 to	-2,423.72
05/18/2018	Deposit				1,719.18						
05/21/2018	Expense		Zions Bank	SERVICE AND TRANSACTION FEES	-130.39	06/14/2018	Payroll Check	DD	Mary L. Stevens	Pay Period: 06/01/2018- 06/15/2018 06/01/2018 to	-1,848.43
05/25/2018	Deposit		WCF Insurance		46.32						
05/29/2018	Deposit		WAY		1,778.89	06/18/2018	Tax Payment		IRS	Tax Payment for Period: 06/13/2018-06/15/2018 EFT ACKNOWLEDGEMENT NUMBER: 27085704144336	-4,601.27
05/30/2018	Payroll Check	DD	Johnnie R. Miller	Pay Period: 05/16/2018- 05/31/2018 05/16/2018 to	-5,311.88						
05/30/2018	Payroll Check	DD	Mary L. Stevens	Pay Period: 05/16/2018- 05/31/2018 05/16/2018 to	-2,011.79	06/19/2018	Deposit		Dunn & Dunn, PC	AMM 207 Sponsorship	2,000.00
05/30/2018	Payroll Check	DD	Alexander F. Getts	Pay Period: 05/16/2018- 05/31/2018 05/16/2018 to	-1,447.02	06/20/2018	Bill Payment (Check)	ACH	Arthur J. Gallagher & Co.	Invoice: 2263794	-2,560.00
05/30/2018	Payroll Check	DD	Korby M. Siggard	Pay Period: 05/16/2018- 05/31/2018 05/16/2018 to	-2,423.73	06/20/2018	Bill Payment (Check)	ACH	HCA Asset Management, LLC	Invoice: 18-1011	-16,500.00
05/30/2018	Payroll Check	DD	Sonya J. White	Pay Period: 05/16/2018- 05/31/2018 05/16/2018 to	-2,034.45	06/20/2018	Bill Payment (Check)	ACH	Revco Leasing Company, LLC	Invoice: 496054	-435.91
05/30/2018	Tax Payment		IRS	Tax Payment for Period: 05/30/2018-06/01/2018 EFT ACKNOWLEDGEMENT NUMBER: 2708551836/6776	-4,667.23	06/20/2018	Bill Payment (Check)	ACH	Gallagher Bassett Services, Inc.	Invoice: 15289	-120.00
05/31/2018	Tax Payment		UT State Tax Commission	Tax Payment for Period: 05/01/2018-05/31/2018 Confirmation: 1-011-232-512	-1,567.49	06/27/2018	Check	ACH	PEHP-LTD	Agency: 1076	-180.57
05/31/2018	Check	ONLINE	Nationwide Retirement Solutions	Confirmation: 05305182043	-2,412.24	06/27/2018	Check	ACH	Public Employees Health Program	Invoice: 0122446234	-7,215.07
05/31/2018	Check	ONLINE	Utah Retirement Systems	Agency: 1076	-8,193.10	06/27/2018	Bill Payment (Check)	ACH	Object Systems International, LLC	Invoice: 10070	-585.00
05/31/2018	Check	ACH	PEHP-LTD	Invoice: 01223414484	-183.83	06/27/2018	Bill Payment (Check)	ACH	County Reinsurance, Limited		-20,646.00
05/31/2018	Check	ACH	Durham Jones & Pinegar	Invoice: 625080	-594.00	06/27/2018	Bill Payment (Check)	ACH	Utah Association of Counties	Pay Period: 06/16/2018- 06/30/2018 06/16/2018 to	-15,000.00
05/31/2018	Bill Payment (Check)	ACH	Les Olson Company	Invoice: EA785341	-323.36	06/28/2018	Payroll Check	DD	Johnnie R. Miller	Pay Period: 06/16/2018- 06/30/2018 06/16/2018 to	-5,311.88
05/31/2018	Bill Payment (Check)	ACH	Object Systems International, LLC	Invoice: 10048	-1,705.50	06/28/2018	Payroll Check	DD	Sonya J. White	Pay Period: 06/16/2018- 06/30/2018 06/16/2018 to	-2,034.44
05/31/2018	Bill Payment (Check)	ACH	By The Numbers Actuarial Consulting, Inc.	Invoice: 2018-141	-2,000.00	06/28/2018	Payroll Check	DD	Alexander F. Getts	Pay Period: 06/16/2018- 06/30/2018 06/16/2018 to	-2,423.72
05/31/2018	Check	ACH	Johnnie R. Miller	Expense Reimbursement	-293.92	06/28/2018	Payroll Check	DD	Korby M. Siggard	Pay Period: 06/16/2018- 06/30/2018 06/16/2018 to	-1,890.34
06/04/2018	Bill Payment (Check)	BILLPAY	Fully	Invoice: INV12538	-7,862.50	06/28/2018	Check	ONLINE	Utah Retirement Systems	Pay Period: 06/16/2018- 06/30/2018 06/16/2018 to	-2,423.72
						06/28/2018	Check	ONLINE	Nationwide Retirement	Confirmation: 062558128632	-8,090.95
										Entity: 0036786001	-2,412.24
										Tax Payment for Period:	-4,535.22

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				06/27/2018-06/29/2018 EFT ACKNOWLEDGEMENT NUMBER: 270857300112829	
06/29/2018	Tax Payment		UT State Tax Commission	Tax Payment for Period: 06/01/2018-06/30/2018 Confirmation: 0-824-180-480	-1,529.88
Total for 500-000000-10010100 ZionsMILE					\$ -240,155.05

Sonya White

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**From:** rarndt@utah.gov on behalf of STO Treasurer <sto@utah.gov>  
**Sent:** Thursday, May 10, 2018 9:54 AM  
**Cc:** Reba Arndt  
**Subject:** PTIF Resolution Due by June 30  
**Attachments:** Entity Resolution Form.pdf

PTIF Participant,

In the coming months, the Utah Office of the State Treasurer will be rolling out a [new online PTIF account management platform](#), enabling authorized individuals to more easily manage PTIF accounts. Additional information pertaining to the new system will soon be available on the [State Treasurer's website](#) and via email communication.

In preparation for the roll-out, we now **require PTIF pool participants to adopt a resolution** authorizing at least two individuals from your organization to make changes to PTIF accounts, such as:

- Add or delete users to access and/or transact with PTIF accounts;
- Add, delete, or make changes to bank accounts tied to PTIF accounts;
- Open or close PTIF accounts; and
- Complete any necessary forms in connection with such changes.

The attached resolution must be adopted by the governing body for banking and investments of your organization, signed, and returned to the State Treasurer's Office [by email](#) **no later than June 30, 2018**.

For counties, this governing authority is granted to the duly elected treasurer of that county. For cities, the governing body is likely the city council. Other public entities should consult with their legal counsel if they are unsure of who the proper governing body is for banking and investing.

After June 30, your organization will not be able to make changes to PTIF accounts as described above until the State Treasurer's Office receives an electronic copy of the adopted resolution.

We appreciate your cooperation as we transition to the new and improved online system. Please feel free to contact me with questions regarding the resolution.

Sincerely,

Reba Arndt  
Administrative Assistant  
Office of the Utah State Treasurer  
(801)538-1042





Office of the  
State Treasurer

Public Entity Resolution

**1. Certification of Authorized Individuals**

I, Bruce Adams (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Utah Counties Indemnity Pool (Name of Legal Entity). Please list at least two individuals.

Name	Title	Email	Signature(s)
Johnnie Miller	Chief Executive Officer	jmillier@ucip.utah.gov	
Sonya White	Chief Financial Officer	sonya@ucip.utah.gov	

The authority of the named individuals to act on behalf of Utah Counties Indemnity Pool (Name of Legal Entity) shall remain in full force and effect until written revocation from Utah Counties Indemnity Pool (Name of Legal Entity) is delivered to the Office of the State Treasurer.

**2. Signature of Authorization**

I, the undersigned, President (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 28 day of June, 2018, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
	06/28/2018	Bruce Adams	President

STATE OF UTAH )  
 )  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to me on this 28 day of June, 2018, by Bruce Adams (Name), as President (Title) of Utah Counties Indemnity Pool (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature \_\_\_\_\_

(seal)



### UCIP Membership Application Summary

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Name of Entity: San Juan Public Health Special Service District

Sponsoring County: San Juan County

Type of Membership Applied for: Non-Equity

Enabling Statutes and Services Provided: Utah Code 26A, Public Health Services

Risk Factors:

Property - 0

Auto - 0

Employees – 12

Expenditures - \$972,404

Liability - \$5,000,000

Loss History - None

Additional Notes: The county used to participate in the Southeast Public Health interlocal group (which is a UCIP member) but terminated membership in the interlocal and has been running the health services as a department of the county for the last couple of years (covered by UCIP as part of the county). The county is now creating a separate health district under the Special Service District Act to provide health services.

Proposed Liability Limits: \$5,000,000

Current Liability Limits: \$5,000,000

UCIP Annual Contribution: **\$5,348**

Current Insurance Premium: Covered as Department of County

Staff Recommendation: Approve Membership

### UCIP Membership Application Summary

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Name of Entity: Wilson Arch Water & Sewer Special Service District

Sponsoring County: San Juan County

Type of Membership Applied for: Non-Equity

Enabling Statutes and Services Provided: Water & Sewer Services

**Risk Factors:**

Property - \$65,000

Auto - 0

Employees – 0

Expenditures - ?

Liability - \$5,000,000

Loss History - None

Additional Notes: This district is being created to build water and sewer infrastructure, and eventually operate the water and sewer services within the district. UCIP does not currently cover entities that operate water or sewer services, so the UCIP Coverage Addendum and underwriting procedures do not contemplate those exposures. Water and sewer would typically be rated on gallons of water provided, gallons of sewage, miles of sewer lines, and several other factors which we do not collect or have rates for. Failure to provide water would require review by the reinsurers if we are providing full limits on that risk. Sewer backup would need to be excluded and then a sublimit of coverage determined to be in-line with industry coverage. The Board needs to decide if we are going to expand to providing membership and coverage for municipal services, or let these entities find coverage elsewhere.

Proposed Liability Limits: \$5,000,000

Current Liability Limits: \$5,000,000

UCIP Annual Contribution: **Unknown**

Current Insurance Premium: New Entity

Staff Recommendation: Would need to modify Coverage Addendum prior to approving membership.

## Utah Counties Indemnity Pool

### PARTICIPATING MEMBERS ENDORSEMENT

It is understood and agreed that the POOL is comprised of the following participating MEMBERS with full voting and equity rights:

Beaver County	Iron County	San Juan County
Box Elder County	Juab County	Sanpete County
Daggett County	Kane County	Sevier County
Davis County	Millard County	Uintah County
Duchesne County	Morgan County	Wasatch County
Emery County	Piute County	Washington County
Garfield County	Rich County	Wayne County
		Weber County

It is further understood and agreed that the POOL is comprised of the following participating non-voting, non-equity MEMBERS:

Beaver County Municipal Building Authority  
Box Elder County Redevelopment Agency  
Canyon Land County Improvement District (excess liability limits do not apply)  
Central Utah Public Health Department  
Daggett County Redevelopment Agency (excess liability limits do not apply)  
Duchesne County Municipal Building Authority  
Duchesne/Wasatch Bluebench Landfill Special Service District  
Emery County Municipal Building Authority  
Five County Association of Governments (excess liability limits do not apply)  
Iron County Special Service District #1  
Juab Special Service District #2  
Juab Special Service Fire District  
Kane County Municipal Building Authority  
Kane County Recreation & Transportation Special Service District (excess liability limits do not apply)  
Piute County Municipal Building Authority  
Piute Special Service District #1  
San Juan Spanish Valley Special Service District  
San Juan Transportation District (excess liability limits do not apply)  
Seven County Infrastructure Coalition (excess liability limits do not apply)  
Sevier County Municipal Building Authority  
Southeastern Utah District Health Department  
Southwest Utah Public Health Department  
TriCounty Health Department  
Uintah County Municipal Building Authority  
Wasatch County Health Department  
Wasatch County Parks & Recreation Special Service District #21  
Wasatch County Solid Waste Disposal District  
Wasatch County Special Service Area #1  
Wasatch County Special Service District #9

Washington County Interlocal Agency  
Washington County Municipal Building Authority  
Wayne County Municipal Building Authority  
Wayne County Special Service District #1  
Wayne County Special Service District #3  
Wayne County Water Conservancy District  
Weber County Municipal Building Authority  
Weber Human Services (except that Part VII, Liability Coverage Section does not apply)  
Weber-Morgan Health Department

Subject otherwise to all terms, clauses and conditions of this ADDENDUM.



## Utah Counties Indemnity Pool

### ERRORS AND OMISSIONS RETROACTIVE DATES ENDORSEMENT

It is understood and agreed that the POOL provides Errors and Omissions coverage for the MEMBER on the following retroactive dates:

Beaver County	January 1, 1992	Morgan County	January 1, 2003
Box Elder County	January 1, 1992	Piute County	January 1, 1992
Daggett County	January 1, 2000	Rich County	January 1, 1992
Davis County	January 1, 1992	San Juan County	January 1, 1992
Duchesne County	January 1, 1992	Sanpete County	January 1, 1992
Emery County	January 1, 1992	Sevier County	January 1, 1992
Garfield County	January 1, 1992	Uintah County	January 1, 1992
Iron County	January 1, 1992	Wasatch County	January 1, 1992
Juab County	January 1, 1993	Washington County	January 1, 1992
Kane County	January 1, 1992	Wayne County	January 1, 1992
Millard County	January 1, 1993	Weber County	January 1, 1998

Beaver County Municipal Building Authority	<u>January 1, 1992</u>
Box Elder County Redevelopment Agency	January 1, 2016
Canyon Land County Improvement District	January 1, 2015
Central Utah Public Health Department	July 1, 2003
<u>Daggett County Redevelopment Agency</u>	<u>February 21, 2018</u>
Duchesne County Municipal Building Authority	<u>January 1, 1992</u>
Duchesne/Wasatch Bluebench Landfill Special Service District	<u>August 1, 1998</u>
Emery County Municipal Building Authority	<u>January 1, 1992</u>
Five County Association of Governments	January 1, 2016
<u>Iron County Special Service District #1</u>	<u>January 1, 1992</u>
Juab Special Service District #2	<u>January 1, 1993</u>
Juab Special Service Fire District	<u>January 1, 2001</u>
Kane County Municipal Building Authority	<u>January 1, 1992</u>
Kane County Recreation & Transportation Special Service District	January 1, 2015
Piute County Municipal Building Authority	<u>January 1, 1992</u>
Piute Special Service District #1	October 10, 2017
San Juan Spanish Valley Special Service District	February 12, 2018
San Juan Transportation District	January 1, 2015
Seven County Infrastructure Coalition	April 14, 2015
Sevier County Municipal Building Authority	<u>January 1, 1992</u>
Southeastern Utah District Health Department	July 1, 2003
Southwest Utah Public Health Department	July 1, 2003
TriCounty Health Department	July 1, 2003
Uintah County Municipal Building Authority	<u>January 1, 1992</u>
Wasatch County Health Department	July 1, 2003
Wasatch County Parks & Recreation Special Service District #21	April 1, 2016
Wasatch County Solid Waste Disposal District	April 1, 2016

Wasatch County Special Service Area #1	April 1, 2016
Wasatch County Special Service District #9	January 1, 2017
Washington County Interlocal Agency	March 24, 2011
Washington County Municipal Building Authority	<u>January 1, 1992</u>
Wayne County Municipal Building Authority	<u>January 1, 1992</u>
Wayne County Special Service District #1	<u>January 1, 1992</u>
Wayne County Special Service District #3	April 3, 2018
Wayne County Water Conservancy District	<u>January 1, 1992</u>
Weber County Municipal Building Authority	<u>January 1, 1998</u>
Weber-Morgan Health Department	July 1, 2003

Subject otherwise to all terms, clauses and conditions of this ADDENDUM.



## Utah Counties Indemnity Pool

### GENERAL LIABILITY, LAW ENFORCEMENT LIABILITY AND AUTO LIABILITY RETROACTIVE DATES ENDORSEMENT

It is understood and agreed that the POOL provides General Liability, Law Enforcement Liability and Auto Liability coverage for the MEMBER on the following retroactive dates:

Beaver County	July 1, 2013	Morgan County	July 1, 2013
Box Elder County	July 1, 2013	Piute County	July 1, 2013
Daggett County	July 1, 2013	Rich County	July 1, 2013
Davis County	July 1, 2013	San Juan County	July 1, 2013
Duchesne County	July 1, 2013	Sanpete County	July 1, 2013
Emery County	July 1, 2013	Sevier County	July 1, 2013
Garfield County	July 1, 2013	Uintah County	July 1, 2013
Iron County	July 1, 2013	Wasatch County	July 1, 2013
Juab County	July 1, 2013	Washington County	July 1, 2013
Kane County	July 1, 2013	Wayne County	July 1, 2013
Millard County	July 1, 2013	Weber County	July 1, 2013
Beaver County Municipal Building Authority			<u>July 1, 2013</u>
Box Elder County Redevelopment Agency			January 1, 2016
Canyon Land County Improvement District			January 1, 2015
Central Utah Public Health Department			July 1, 2013
<u>Daggett County Redevelopment Agency</u>			<u>February 21, 2018</u>
Duchesne County Municipal Building Authority			<u>July 1, 2013</u>
Duchesne/Wasatch Bluebench Landfill Special Service District			<u>July 1, 2013</u>
Emery County Municipal Building Authority			<u>July 1, 2013</u>
Five County Association of Governments			January 1, 2016
<u>Iron County Special Service District #1</u>			<u>July 1, 2013</u>
Juab Special Service District #2			<u>July 1, 2013</u>
Juab Special Service Fire District			<u>July 1, 2013</u>
Kane County Municipal Building Authority			<u>July 1, 2013</u>
Kane County Recreation and Transportation Special Service District			January 1, 2015
Piute County Municipal Building Authority			<u>July 1, 2013</u>
Piute Special Service District #1			October 10, 2017
San Juan Spanish Valley Special Service District			February 12, 2018
San Juan Transportation District			January 1, 2015
Seven County Infrastructure Coalition			April 14, 2015
Sevier County Municipal Building Authority			<u>July 1, 2013</u>
Southeastern Utah District Health Department			July 1, 2013
Southwest Utah Public Health Department			July 1, 2013
TriCounty Health Department			July 1, 2013
Uintah County Municipal Building Authority			<u>July 1, 2013</u>
Wasatch County Health Department			July 1, 2013
Wasatch County Parks & Recreation Special Service District #21			April 1, 2016

Wasatch County Solid Waste Disposal District	April 1, 2016
Wasatch County Special Service Area #1	April 1, 2016
Wasatch County Special Service District #9	January 1, 2017
Washington County Interlocal Agency	July 1, 2013
Washington County Municipal Building Authority	<u>July 1, 2013</u>
Wayne County Municipal Building Authority	<u>July 1, 2013</u>
Wayne Special Service District #1	<u>July 1, 2013</u>
Wayne Special Service District #3	April 3, 2018
Wayne Water Conservancy District	<u>July 1, 2013</u>
Weber County Municipal Building Authority	<u>July 1, 2013</u>
Weber Human Services (Auto Liability only)	January 1, 2014
Weber-Morgan Health Department	July 1, 2013

Subject otherwise to all terms, clauses and conditions of this ADDENDUM.

## Utah Counties Indemnity Pool

### CYBER LIABILITY RETROACTIVE DATES ENDORSEMENT

It is understood and agreed that the POOL provides Cyber Liability coverage for the MEMBER on the following retroactive dates:

Beaver County	July 1, 2013	Morgan County	July 1, 2013
Box Elder County	July 1, 2013	Piute County	July 1, 2013
Daggett County	July 1, 2013	Rich County	July 1, 2013
Davis County	July 1, 2013	San Juan County	July 1, 2013
Duchesne County	July 1, 2013	Sanpete County	July 1, 2013
Emery County	July 1, 2013	Sevier County	July 1, 2013
Garfield County	July 1, 2013	Uintah County	July 1, 2013
Iron County	July 1, 2013	Wasatch County	July 1, 2013
Juab County	July 1, 2013	Washington County	July 1, 2013
Kane County	July 1, 2013	Wayne County	July 1, 2013
Millard County	July 1, 2013	Weber County	July 1, 2013
Beaver County Municipal Building Authority	<u>July 1, 2013</u>		
Box Elder County Redevelopment Agency	January 1, 2016		
Canyon Land County Improvement District	January 1, 2015		
Central Utah Public Health Department	July 1, 2013		
<u>Daggett County Redevelopment Agency</u>	<u>February 21, 2018</u>		
Duchesne County Municipal Building Authority	<u>July 1, 2013</u>		
Duchesne/Wasatch Bluebench Landfill Special Service District	<u>July 1, 2013</u>		
Emery County Municipal Building Authority	<u>July 1, 2013</u>		
Five County Association of Governments	January 1, 2016		
<u>Iron County Special Service District #1</u>	<u>July 1, 2013</u>		
Juab Special Service District #2	<u>July 1, 2013</u>		
Juab Special Service Fire District	<u>July 1, 2013</u>		
Kane County Municipal Building Authority	<u>July 1, 2013</u>		
Kane County Recreation and Transportation Special Service District	January 1, 2015		
Piute County Municipal Building Authority	<u>July 1, 2013</u>		
Piute Special Service District #1	October 10, 2017		
San Juan Spanish Valley Special Service District	February 12, 2018		
San Juan Transportation District	January 1, 2015		
Seven County Infrastructure Coalition	April 14, 2015		
Sevier County Municipal Building Authority	<u>July 1, 2013</u>		
Southeastern Utah District Health Department	July 1, 2013		
Southwest Utah Public Health Department	July 1, 2013		
TriCounty Health Department	July 1, 2013		
Uintah County Municipal Building Authority	<u>July 1, 2013</u>		
Wasatch County Health Department	July 1, 2013		
Wasatch County Parks & Recreation Special Service District #21	April 1, 2016		
Wasatch County Solid Waste Disposal District	April 1, 2016		



Wasatch County Special Service Area #1	April 1, 2016
Wasatch County Special Service District #9	January 1, 2017
Washington County Interlocal Agency	July 1, 2013
Washington County Municipal Building Authority	<u>July 1, 2013</u>
Wayne County Municipal Building Authority	<u>July 1, 2013</u>
Wayne Special Service District #1	<u>July 1, 2013</u>
Wayne Special Service District #3	April 3, 2018
Wayne Water Conservancy District	<u>July 1, 2013</u>
Weber County Municipal Building Authority	<u>July 1, 2013</u>
Weber Human Services (Auto Liability only)	January 1, 2015
Weber-Morgan Health Department	July 1, 2013

Subject otherwise to all terms, clauses and conditions of this ADDENDUM.

**MEMORANDUM**

**TO:** UCIP Board of Directors  
**FROM:** Johnnie Miller  
**DATE:** June 28, 2018  
**RE:** CEO Authority Change to Coverage Addendum Endorsements

The UCIP Bylaws charges the Board with adopting and maintaining a Coverage Addendum to the Bylaws to state the manner and extent to which Members will be indemnified from the assets of the Pool. It has been the unwritten policy of the Board to have the Board approve all changes to the Coverage Addendum by majority vote at a meeting of the Board of Directors.

As the Board has been approving new membership to county related entities, changes to the Coverage Addendum Endorsement pages identifying the members of the pool, the limits provided, and retro-active dates applicable to each member are required to be updated with each new member approved by the Board. This has created a circumstance where the Board is required to make amendments to the Coverage Addendum at nearly every meeting, and creates timing issues for new members that have been approved for membership, have entered into the Interlocal Agreement, but do not technically have coverage, or reinsurance coverage, because they have not been added to the Coverage Addendum.

As the UCIP Interlocal Agreement authorizes the Board to delegate any of its authority to the Chief Executive Officer, it is my recommendation that the Board provide the CEO authority to approve amendments to the Coverage Addendum Endorsements titled Participating Members, Member Schedule of Liability Limits and Sublimits, Errors and Omissions Retroactive Dates, General Liability, Law Enforcement and Auto Retroactive Dates and Cyber Liability Retroactive Dates.

JRM/jrm





## BYLAWS OF THE UTAH COUNTIES INDEMNITY POOL

These Amended Bylaws are adopted by the Board of Directors of the Utah Counties Indemnity Pool ("Pool") in accordance with the Interlocal Cooperation Agreement entered into by the Members of the Pool, each of which hereby agrees to abide by the terms and conditions of these Amended Bylaws and all actions taken pursuant hereto.

### ARTICLE 1. Authority.

- 1.1 These Bylaws are amended pursuant to the provisions of the Amended Interlocal Cooperation Agreement.
- 1.2 These Bylaws may be amended and shall continue in effect until amended as provided herein.
- 1.3 The Pool shall have all powers necessary or desirable to achieve the purposes of the Pool as set forth in the Agreement and these Bylaws.

### ARTICLE 2. Definitions.

As used in these Bylaws, the following terms shall have the meaning hereinafter set out:

- 2.1 **Agreement or Amended Agreement.** The Amended Interlocal Cooperation Agreement for Utah Counties Indemnity Pool.
- 2.2 Alternate Representative. An individual authorized by a Member to vote in place of the Member's Representative if the Member's Representative is unable to
- 2.3 **Board of Directors or Board.** The Board of Directors of the Utah Counties Indemnity Pool.
- 2.4 **Board Meeting.** A meeting of the Board of Directors where a quorum is present and for which proper notice has been provided in accordance with Utah law.
- 2.5 **Bylaws or Amended Bylaws.** The Amended Bylaws of the Utah Counties Indemnity Pool.
- 2.6 **Code, Statute or Utah Law.** The Utah Code, including Utah Code Ann. Titles 11, 63G and 31A, as amended from time to time.
- 2.7 **County or Counties.** One or more of the twenty-nine counties of the State of Utah.
- 2.8 County Related Entity. A political subdivision of the State of Utah that provides services similar to those provided by Utah counties, or which provides a service to Utah counties.

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**2.9 Chief Executive Officer.** The person designated by the Board of Directors as Chief Executive Officer of the Utah Counties Indemnity Pool.

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**2.10 Director.** An individual member of the UCIP Board of Directors.

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**2.11 Member.** A county or county related entity that is a party to the Amended Interlocal Cooperation Agreement.

**2.12 Membership Meeting.** A meeting of the Members of the Utah Counties Indemnity Pool where a quorum is present and for which proper notice has been provided in accordance with the Agreement and Bylaws.

**2.10 Officer or Officers.** The President, Vice-President, or Secretary-Treasurer elected in accordance with these Amended Bylaws.

**2.11 Pool.** Utah Counties Indemnity Pool, an Interlocal entity.

**2.12 Representative.** The person designated pursuant to Article 4.7(b) to be a Member's official representative for the purposes of representing the Member by casting the Member's vote at a Membership Meeting.

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**2.13 Risk Coordinator.** The person designated pursuant to Article 4.7(j) to be a Member's primary contact with the Pool.

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**2.14 Sponsoring Member.** A UCIP Member which is a County that sponsors the membership of a county related entity pursuant to Article 4.3(a)iii.

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**2.15 Surplus.** The amount shown as Net Position on the audited financial statements of the Pool.

**2.16 Director.** A natural person elected or appointed in accordance with the Agreement to a Director position on the Board.

### ARTICLE 3. Purpose.

**3.1** The Pool is formed, financed, organized, and shall operate in accordance with the Agreement and the provisions of these Bylaws.

### ARTICLE 4. Members.

**4.1** Membership in the Pool is limited to Utah counties and county related entities that properly enter into the Agreement.

**4.2** Counties and county related entities, including former Members, may be admitted to the Pool after its formation only upon approval of the Board and subject to the conditions set out in the Agreement, these Bylaws and such additional conditions as the Board may from time to time require.

4.3 County related entities may participate in UCIP as a separate Member pursuant to the following:

- (a) To be eligible as a separate UCIP Member a county related entity must:
  - i. have statutory authority to enter into an Interlocal Agreement;
  - ii. be able to meet the Member obligations enumerated in the UCIP Interlocal Agreement and Bylaws;
  - iii. be sponsored by a participating Member County by resolution of the Member's governing body; and
  - iv. provide services which are beneficial to the sponsoring Member County or county government generally.
- (b) In addition to the requirements of eligibility under 4.3 (a):
  - i. A county related entity that is an Interlocal Agency must be organized and operated pursuant to Title 11, Chapter 13 of the Utah Code, and the Sponsoring Member must be a member of the Interlocal Agency;
  - ii. A county related entity that is a Special Service District must be organized and operated pursuant to Title 17D, Chapter 1 of the Utah Code;
  - iii. A county related entity that is a Local Building Authority or Municipal Building Authority must be organized and operated pursuant to Title 17D, Chapter 2 of the Utah Code;
  - iv. A county related entity that is a Conservation District must be organized and operated pursuant to Title 17D, Chapter 3 of the Utah Code;
  - v. A county related entity that is a Local District must be organized and operated pursuant to Title 17B of the Utah Code, and all members of the Board of the Local District must be appointed by the governing body of the Sponsoring Member.
  - vi. A county related entity that is a Recreation Board must be organized and operated pursuant to Title 11, Chapter 2 of the Utah Code;
  - vii. A county related entity that is a Community Development or Renewal Agency must be organized and operated pursuant to Title 17C, Chapter 1 of the Utah Code;
  - viii. A county related entity that is a County Health District or multi-county Health District must be organized pursuant to Title 26A of the Utah Code;

4.4 Members shall be classified as one of the following member types:

- (a) Equity Member; and
- (b) Non-equity Member.

Equity members shall be included in the calculation of equity as described in the Agreement and these Bylaws. Non-equity Members shall not be included in calculations of, nor shall they have any ownership interest in, the member equity of the pool. Non-equity Members do not have a right to distributions of dividends, however non-equity Member status does not restrict those members from being included in distribution of dividends approved by the Board of Directors, and any dividend paid to a Non-Equity Member shall be at the Board's sole discretion.

4.5 Members shall also be classified as either:

- (a) Voting; or
- (b) Non-voting members.

Members which are counties shall be voting members. Members which are not counties shall be non-voting members.

4.6 Members shall meet at least once annually. A Membership Meeting may be called by the Board or President pursuant to a procedure to be established by the Board, or upon written request executed by at least 30 percent of the Members.

- (a) Notice of any Membership Meeting shall be mailed to each Member at least 15 days in advance.
- (b) The President, Vice President, or Secretary-Treasurer of the Board shall preside at the Membership Meeting or the President's designee if no other Officer is present at the meeting.
- (c) A majority of the Voting Members shall constitute a quorum to do business.
- (d) Proxy voting shall not be allowed.
- (e) Each Member shall be entitled to one vote on each issue before the membership at any Membership Meeting, to be cast by its Representative or Alternate Representative if the Representative is unable to vote. The Representative and Alternate Representative shall be designated by the Member in accordance with Article 4.7(b) of the Bylaws.
- (f) The location of Membership Meetings will be as determined from time to time by the Board.

4.7 Members shall have the obligation to:

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- (a) Pay promptly all contributions and other payments to the Pool at such times and in such amounts as shall be established in accordance with these Bylaws. Annual contributions are due on or before the first day of January of the applicable fund year. Members making payments, or portions thereof, postmarked after January 31 shall be charged interest calculated daily at two percent above the rate that the Pool would have earned if the contributions had been deposited with the Public Treasurers Investment Fund (PTIF).
- (b) Designate in writing a Representative and one or more Alternate representatives for the Membership Meetings. Each Representative and Alternate Representative must be an elected or appointed officer or employee of a Member and must be appointed by majority vote of the governing body or by the county executive or county mayor of the Member to be the Member's official Representative for the purposes of casting the Member's vote at a Membership Meeting. An Alternate Representative may exercise all the powers of a Representative during a Membership Meeting, in the absence of the Representative.
- (c) Allow the Pool, its Chief Executive Officer, agents, contractors, employees and officers reasonable access to all facilities and records of the Member as required for the administration of the Pool and implementation of the Agreement, the Bylaws and policies of the Board.
- (d) Cooperate fully with the Pool's attorneys, its Chief Executive Officer, and any other agent, contractor, employee or officer of the Pool in activities relating to the purposes and powers of the Pool.
- (e) Provide information requested by the Pool, its Chief Executive Officer, and any other agent, contractor, employee or officer of the Pool, as reasonably required for the administration of the Pool.
- (f) Allow the Pool, and attorneys and others designated by the Pool, to represent the Member in the investigation, settlement and litigation of any claim within the scope of loss protection furnished by or through the Pool and also to deny coverage for any claims settled by a Member or for any monies paid by a Member toward claims without the prior written approval of the Pool.
- (g) Follow the claims, loss reduction and prevention, and risk management policies and procedures established by the Board.
- (h) Report to the Pool, in the form and within the time required by the Board, all incidents or occurrences that could reasonably be expected to result in a covered claim to the Pool under the Coverage Addendum.
- (i) Report to the Pool, in the form and within the time required by the Board, the addition of new programs, facilities and exposures or the significant reduction or

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expansion of existing programs and facilities covered under the Coverage Addendum of these Bylaws.

- (j) Designate a Risk Management Coordinator who shall act as the Member's primary contact with the Pool.

#### ARTICLE 5. Board of Directors.

##### 5.1 The Board shall:

- (a) Perform all duties required by Utah law, the Agreement, and these Bylaws.
- (b) Obtain and provide to Members at least annually an audit of the finances of the Pool performed by an independent certified public accountant. Providing Members access to the audit of finances of the Pool on the Pool's website or the Utah Office of State Auditor's website meets the Board's duty to provide the audit to Members.
- (c) Provide for at least quarterly financial statements to account for income, expenses, assets and liabilities of the Pool.
- (d) Provide at least annually for an actuarial review of the Pool's liabilities for losses and loss adjustment expenses.
- (e) Adopt a budget annually and report the budget to the Members. Providing Members access to the budget on the Pool's website or the Utah Office of State Auditor website meets the Board's duty to provide the budget to Members.
- (f) Require that fidelity bonds or appropriate insurance, in an amount to be determined by the Board, be in effect for employees of the Pool, and every other person having access to moneys of the Pool.
- (g) Appoint an Audit Committee to review the financial statements, actuarial analysis, make recommendations to the Board on the financial affairs of the Pool, and make an annual report to the members regarding the financial affairs of the Pool.
- (h) Appoint a Nominating Committee to solicit nominations for available elected Director positions. Any elected official of a Member or any Director may nominate eligible persons to run for available elected Director positions. Nominations will be received at the Pool office no later than 30 days prior to the meeting at which the election is scheduled. The Pool will verify that each nominee is willing to serve if elected before forwarding the nominations to the Nominating Committee. The Nominating Committee shall review the nominations and select by a majority vote not more than three names to be placed on the ballot for each available elected Director position. A person may not be nominated and placed on the ballot for more than one available elected Director position. In the event that no nominations are received for one or more available elected Director positions, the President of the

Board of Directors can solicit nominations from the floor on the following conditions:

- i. The nominee is eligible to serve as a Director in accordance with Section 5 of the Agreement; and
  - ii. The nominee, if present, expresses a willingness to serve, or, if not present, the Pool has verified that the nominee has expressed a willingness to serve.
- (i) Adopt and maintain an investment policy as an addendum to these bylaws to state the manner in which funds of the Pool may be invested.
- (j) Adopt and maintain a Coverage Addendum as an addendum to these bylaws to state the manner and extent to which Members will be indemnified from the assets of the Pool.
- (k) Exercise their responsibility to the Pool and Member counties in the following way:
- i. First, to the mission of the Pool, to maintain financial and managerial integrity, and to serve all counties fairly;
  - ii. Second, to express the needs and concerns of the county(ies) that Board Member represents.

- 5.2 Directors will be reimbursed for reasonable and approved expenses incurred in attending Board meetings and in otherwise carrying out their responsibilities in accordance with the Reimbursement Policy adopted by the Board. UCIP will reimburse Directors for in-state travel by private vehicle at the rate allowed by the State of Utah Department of Finance at the time of travel, as well as for lodging and meals at actual cost, within the guidelines for travel and expense reimbursement adopted by the State of Utah Department of Finance. For Directors attending out-of-state conferences and business meetings as approved by the Board, UCIP will pay directly the registration, airfare and lodging expenses for the dates of the conference or meeting and up to two travel days for Directors arranging travel through the UCIP office. Directors will be paid per diem for out-of-state meals and incidental expenses for each day of the training and travel day(s) pursuant to the rates published by the State of Utah Department of Finance. Directors will also be compensated for necessary transportation expenses between the airport and lodging. Receipts for airfare, lodging and necessary transportation, paid by the Director, are required for reimbursement. A written statement by the Director will be required in place of a lost receipt. Reimbursement is made based on the least expensive reasonable method of travel. Expenses for guests who accompany Directors to UCIP meetings or to approved out-of-state training are the responsibility of the Director. UCIP will invoice Directors for any guest expenses paid by UCIP. However, there will be no charge for guests attending business meals hosted by and at the invitation of the Chief Executive Officer. Requests for reimbursement shall be submitted within 60 days of completion of a trip.

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#### ARTICLE 6. Officers, Meetings, Procedures.



- 6.1 The principal offices of the Board shall be: president, vice-president and secretary-treasurer. The principal offices shall be held by three separate natural persons. Officers shall be elected by and from among the Directors, at the first Board meeting following each annual meeting of the Members. The Board shall establish the powers and duties of each officer, consistent with these Bylaws, and the Agreement. All Members of the Board shall have full voting rights. The president shall preside over meetings of the Board and of the Members and shall perform such other duties as may be prescribed from time to time by the Board and the Members. The vice-president shall exercise the powers of the president in the absence of the president, and the secretary-treasurer shall exercise the powers of the president in the absence of the president and vice-president.
- 6.2 The Board shall fix the date, time and place of regular meetings that are scheduled in advance over the course of a year. Meetings may be called by the president, or by any five Members of the Board, by written notice mailed at least ten days in advance to all Directors or by unanimously executed waiver of notice. Emergency meetings of the Board may be held to consider matters of an emergency or urgent nature, after an attempt has been made to notify all Board Members and a majority votes in the affirmative to hold the meeting. Notice, including public notice, of all meetings and the agenda shall comply with applicable laws of the State of Utah.
- 6.3 Seven Directors shall constitute a quorum to do business. All actions of the Board shall require a quorum and a majority vote of the Directors present, except where a different vote is required by the Agreement or these Bylaws.
- 6.4 The Board shall adopt such policies and procedures as it deems necessary, required or desirable for the conduct of its business.
- 6.5 Any or all Directors may participate in any meeting of the Board by means of an electronic meeting as defined in Code, and in accordance with the Board's Electronic Meeting Policy. Participation by such means shall constitute presence at the meeting.
- 6.6 The Board shall establish its own rules of order that are not in conflict with the laws of the State of Utah, the Agreement, and other specific provisions of these Bylaws.
- 6.7 A Director's position may be declared vacant by official action of the Board of Directors when the Director has accumulated two consecutive unexcused absences at duly called meetings for which the Director has received notification. Excused absences will be granted only with advance notice received by the UCIP offices or a member of the Board of Directors prior to the Board meeting and approved by formal action of the Board.

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#### ARTICLE 7. Financing.

- 7.1 All monies of the Pool, and earnings thereon, shall be held in the name of and for the use and benefit of the Pool.
- 7.2 The Board shall establish Member contributions pursuant to guidelines established by the



Board from time to time.

7.3 Surplus of the Pool shall be attributable to the Members as equity. Equity in the Pool shall be used to satisfy the surplus requirements established by the Board and any applicable regulation, and next to repay any outstanding debentures after which refund of surplus in the form of dividends to Members may be considered. Any refund of surplus moneys shall be consistent with policies adopted by the Board.

7.4 Investments of monies of the Pool shall be limited to those investments permitted by the State Money Management Act, Utah Code Ann. §51-7-1 et seq. (2002), as amended.

7.5 Member's equity in UCIP shall be calculated as follows:

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- (a) The ratio of each member's contributions to the total contributions shall be computed for each fund year.
- (b) The member's contribution ratio shall be multiplied by the total surplus, (less any borrowed surplus), attributable to a fund year as stated in the most recent monthly financial statement. A member's total equity will be the sum of the yearly amounts for each fund year for which that member was a participating member in UCIP.
- (c) In the event that the surplus amount is a negative number, a member's equity will be decreased using the same method of calculation as above.
- (d) In the event of a termination of membership, the terminated member shall lose and have no claim to any equity in UCIP. The equity formerly attributed to that member for each fund year shall be allocated to the remaining counties who were members during that fund year.
- (e) The Board of Directors in its sole discretion shall determine if and when equity is distributed.

#### ARTICLE 8. Withdrawal and Termination.

8.1 Any Member may withdraw from a joint purchase program, or terminate its membership in the Pool in accordance with the Agreement.

8.2 Withdrawal or termination from the Property/Liability program shall be considered termination of membership.

#### ARTICLE 9. Involuntary Termination of Membership.

9.1 The Board may terminate a Member that fails to pay a contribution due the Pool within sixty days of the due date, unless time for payment is extended by the Board and payment is made within the extended period. A notice of failure to pay a contribution due the Pool shall be mailed to the Member at least 30 days prior to the date of termination. Coverage

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and payment of claims shall terminate effective the first date for which the unpaid contribution was calculated for. If the unpaid contribution is additional contribution resulting from an audit, coverage and payment of claims shall terminate effective on a date calculated on a pro-rata basis of the unpaid contribution to the contribution paid for the audit period. A termination of membership under this paragraph shall not be subject to the provisions of Article 9.2.

9.2 Any membership in the Pool may be terminated by the Board or by a three-fourths vote of the Members for failure of the Member to carry out any other obligation of the Member, subject to the following:

- (a) The Member shall receive written notice from the Board of the alleged failure and shall be given not less than 30 days in which to correct the alleged failure, along with notice that termination of membership could result if the failure is not corrected.
- (b) The Member may request a hearing before the Board prior to the termination. The request shall be made in writing to the Board at least ten business days before the end of the period given by the Board to correct the alleged failure. The Board shall present the case for termination of membership at the hearing and the affected Member may present its case. A Board Member of the affected Member shall not be counted in determining a quorum or the number of votes required, nor shall the Board Member representative of such Member be entitled to vote on the termination.
- (c) If a request for hearing is not received pursuant to Article 9.2(b) of the Bylaws and if the failure is not corrected within the time required by the Board's notice, or any extension of such time as the Board may grant, the Board may terminate the membership.
- (d) The Board shall provide the Member at least ten days prior written notice of the time and place of any requested hearing, and the proposed termination of membership may not take effect until such time after the conclusion of any hearing as the Board may set.

9.3 Termination of membership shall be in addition to any other remedy that may exist.

9.4 A Member shall lose all voting rights and any claim of title or interest to any asset of the Pool upon involuntary termination of its membership to the same extent as if the termination were voluntary. The coverage and payment of claims after the effective date of a Member's termination shall be consistent with the Agreement and these Bylaws.

#### **ARTICLE 10. Dissolution and Disposition of Property.**

10.1 The Pool may be dissolved by the Members as provided in the Agreement. In the event of voluntary dissolution of the Pool, the assets of the Pool not used or needed for the purposes of the Pool, including its contractual obligations, shall be distributed, as determined by the

Board, only to Utah counties which are Members of the Pool at the time of dissolution. The Members of the Pool at the time the vote is held to dissolve the Pool shall continue to be considered Members of the Pool until the final disposition of property and dissolution of the Pool is complete.

- 10.2 Upon partial or complete dissolution of the Pool by the Members in accordance with the Agreement, the Board shall determine, consistent with these Bylaws, all other matters relating to the disposition of property and dissolution of the Pool by a two-thirds vote of all Directors.
- 10.3 The Board shall serve as directors for the disposition of property or funds, payment of obligations, dissolution and winding up of the affairs of the Pool. Any vacancy in the position of an elected Director after disposition of the Pool has begun may be filled by majority vote of the remaining Directors until the next annual meeting of the Members, at which time the Members shall elect a person to fill the vacancy for the unexpired term.

#### ARTICLE 11. Liability of Board, Officers and Employees.

- 11.1 It is the intent of the Pool to provide the broadest possible immunity from personal liability to each Director, officer, and employee of the Pool allowed by applicable laws of the State of Utah including, but not limited to, the Governmental Immunity Act, the Corporations Code and the Insurance Code, as amended from time to time. The Pool shall defend and indemnify the Directors, officers and employees of the Pool against any and all expense, including attorney fees and liability expenses, sustained by them or any of them in connection with any suit or suits which may be brought against them involving or pertaining to any of their acts or duties to the fullest extent allowed by the laws of the State of Utah. The Pool shall purchase liability or other appropriate insurance or coverage as a Member of UCIP providing coverage for the Directors, officers and employees of the Pool. Nothing herein shall be deemed to prevent compromises of any litigation where the compromise is deemed advisable in order to prevent greater expense or cost in the defense or prosecution of such litigation.

#### ARTICLE 12. Mandatory Pre-Litigation Mediation.

- 12.1 To the extent permitted by any applicable reinsurance or excess insurance, if the Board or its authorized representative and a Member disagree on whether a loss is covered through the Pool or on the amount of a covered loss, the Board or its authorized representative or the Member may not file litigation until they have submitted to mediation as follows:

- (a) The Board or its authorized representative and the Member shall agree on the selection of the mediator. If the parties cannot agree within 30 days, the Board shall select the mediator.
- (b) If mediation does not result in an agreement between the parties, the Board or its authorized representative and the Member can move forward to litigate the issue in accordance with Utah law and rules of procedure.
- (c) Each party will pay the attorney's fees and expenses they incur and share the

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expenses of the mediator equally.

#### **ARTICLE 13. General Provisions.**

- 13.1 The laws of Utah shall govern the interpretation and performance of these Bylaws.
- 13.2 In the event that any portion of these Bylaws is held invalid or unenforceable, such invalidity or unenforceability shall not affect other portions, and these Bylaws are expressly declared to be severable.
- 13.3 These Bylaws do not relieve any Member of any obligation or responsibility imposed upon it by law except to the extent that actual and timely performance thereof by the Pool satisfies such obligation or responsibility.
- 13.4 All moneys received by the Pool are public funds, including earned interest, derived from its Members, which are counties and county related entities within the State of Utah.
- 13.5 It is the intention of the Members that the Pool and any income of the Pool not be subject to taxation. The Board and the Members shall cooperate in such respects, including amending these Bylaws, as reasonably necessary to establish and maintain the non-taxable status of the Pool.
- 13.6 Except as permitted in these Bylaws, the Agreement and amendments thereto, neither the Board nor any other person or entity is authorized to incur liabilities or obligations or enter into contracts on behalf of the Members.
- 13.7 In the event of the payment of any loss by the Pool under the Agreement, the Pool shall be subrogated to the extent of such payments to all the rights of the Member against any other person or other entity legally responsible for damages for such loss, and in such event the Member agrees to render all reasonable assistance to effect recovery.

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#### **ARTICLE 14. Conflict of Interest and Disclosure.**

- 14.1 Directors and the Chief Executive Officer shall not request, receive, or accept a gift or loan for themselves or another if:
- (a) It tends to influence the Director or the Chief Executive Officer in the discharge of his or her official acts as a Director or Chief Executive Officer; or
  - (b) She/he within two years has been involved in any official act directly affecting the donor or lender or knows that he/she will be involved in any official act directly affecting the donor or lender in connection with his or her membership on the Board or as the Chief Executive Officer.
- 14.2 The prohibition set forth in Section 1 above shall not apply to:



- (a) An occasional nonpecuniary gift, insignificant in value; or
  - (b) An award publicly presented in recognition of public service; or
  - (c) A commercially reasonable loan made in the ordinary course of business by an institution authorized by the laws of the state to engage in the business of making loans; or
  - (d) A political campaign contribution, provided that such gift or loan is actually used in a political campaign and is subject to Utah law regarding such gift or loans.
- 14.3 Directors shall disqualify themselves from participating in any official action of the Board that affects a business in which that Director has a financial interest as defined in Sections 67-16-8 and 67-16-9 Utah Code Annotated 1953 as amended.
- 14.4 Directors shall not acquire a financial interest at a time when they believe or have reason to believe that it will be directly affected by their official action on the Board.
- 14.5 Directors and the Chief Executive Officer shall not use or divulge to any person confidential information acquired by virtue of their membership on, or participation with, the Board for their or another's private gain. Confidential information for the purpose of this paragraph shall be defined as all information disclosed or discussed in any meeting of the Board which is confidential under law, statute or practice and which is otherwise not available to the public.
- 14.6 The Chief Executive Officer and Chief Financial Officer of the Pool and each Director shall complete a disclosure form provided by the Pool at the first meeting of the Board during each fund year, or at the first meeting attended by a new CEO, CFO or Director. That completed form shall affirm the person's awareness of this bylaw requirement and either state that no described conflicts exist, or make all required disclosures.
- 14.7 The information on the disclosures, except for the valuations attributed to the reported interests, shall be made available by the Secretary of the Board for inspection by any UCIP Member county representative. The valuation shall be confidential for all purposes except for proceedings for violation of the disclosure requirement of these bylaws.

#### **ARTICLE 15. Conflict of Interest of Defense Counsel.**

- 15.1 Defense provided to Members by the Pool under the Bylaws Coverage Addendum shall be provided by attorneys listed on the UCIP Defense Attorney list recommended by the Litigation Management Committee and approved by the Board of Directors.
- 15.2 As the UCIP defense counsel is provided to assist the County Attorney in fulfilling their statutory obligation to defend officers and employees of the county under U.C.A. 63G-7-902 and 17-18a-5-501, UCIP defense counsel must be approved by the Member County Attorney. If the Member County Attorney waives the use of UCIP defense counsel by not

approving defense counsel selected by UCIP from the UCIP Defense Attorney list, UCIP will owe no obligation to provide defense counsel to the Member or any of its officers or employees.

- 15.3 Attorneys listed on the UCIP Defense Attorney list shall not represent or consult with any plaintiff in any civil action in which any defendant is a UCIP Member.
- 15.4 Attorneys employed by, or associated with, law firms listed on the UCIP Defense Attorney List shall not represent or consult with any party in a civil action adverse to any person or entity covered by UCIP.
- 15.5 Attorneys employed by, or associated with, law firms listed on the UCIP Defense Attorney List shall not represent or consult with any defendant in a criminal action prosecuted by the County Attorney's Office of any Member County.
- 15.6 Attorneys listed on the UCIP Defense attorney list shall not represent or consult with any elected official or employee of any Member County in their official or individual capacity without the express consent of UCIP. Attorneys listed on the UCIP Defense Attorney list shall agree that such consent may place them in a conflict of interest position which would exclude them from consideration of being assigned as defense counsel on actions filed against the elected official or the Member with which they serve.
- 15.7 Conflicts as described above may be waived only after full disclosure to, and written agreement of, the involved Member and UCIP.

#### ARTICLE 16. Effective Date and Term.

- 16.1 The effective date of these Bylaws is January 1, 2018 and shall remain in effect until amended by the UCIP Board of Directors in accordance with the Interlocal Agreement.

Dated this 30 day of November, 2017

By: \_\_\_\_\_  
Print Name: Bruce Adams  
Title: President

Deleted: \_\_\_\_\_

#### ATTEST:

By: \_\_\_\_\_  
Print Name: Karla Johnson

Deleted: \_\_\_\_\_

Title: \_\_\_\_\_ Secretary/Treasurer  
Date: \_\_\_\_\_ November 30, 2017







## MEMORANDUM

**TO:** UCIP Board of Directors  
**FROM:** Johnnie Miller  
**DATE:** June 28, 2018  
**RE:** Pre-Loss Legal Program

UCIP has provided members access to our defense panel on a consultative basis for over a decade, known as the legal hotlines. Many other pools across the country have adopted similar pre-loss legal consultation programs in recent years. Some pools actually require members to use the service and follow the recommendations of pool counsel to maintain coverage and defense.

The Litigation Management Committee discussed this program and agreed that their recommended policy for this program would be to have each of the attorneys providing pre-loss legal services to a Member contact the county attorney to discuss the issue they have been contacted on prior to providing legal advice to the county. UCIP would also clarify on its website that any county employee that uses the service will need to coordinate with the county attorney's office and keep the county attorney informed of the use of the service.

The Chair of the Litigation Management Committee will review the committee's thoughts with the Board to determine the specifics of a policy for adoption regarding this service.

JRM/jrm

**UTAH COUNTIES INDEMNITY POOL  
PRE-LOSS LEGAL ASSISTANCE PROGRAM POLICY**

**SECTION I.     Effective Date and Frequency of Review.**

- A.     The UCIP Board of Directors authorized staff to provide Members access to UCIP Defense Panel attorneys for limited consultative service prior to a claim being filed against the member, at no direct cost to the member, since sometime in the early 2000's (referred to as the UCIP Legal Hotlines). This Pre-Loss Legal Assistance Program Policy sets into policy the intent, procedures and scope of that Member service.
- B.     This policy should be reviewed annually, but not less than every five years by the Board of Directors. This policy will also be reviewed any time that changes to laws governing the provision of legal services to a county or public agency are amended in a manner which would require review and update to this policy.

**SECTION II.    Purpose.**

- A.     The Pre-Loss Legal Assistance Program Policy outlines the policy of the UCIP Board of Directors related to UCIP providing access to and paying the cost of Members accessing attorneys on UCIP's Defense Panel for consultative services on issues which may lead to a civil claim against the Member, but for which the Member has received no notice of claim or suit.

**SECTION III.   Authority.**

- A.     The Board has the authority to adopt this policy under the UCIP Interlocal Agreement and Bylaws.

**SECTION IV.    Applicability and Scope.**

- A.     This policy applies to all legal consultative services provided by attorneys on UCIP's Defense Panel at UCIP expense to a Member prior to the Member being put on notice of a claim or suit related to the issue the consultative services are being provided for.

**SECTION V.     Definitions.**

- A.     "Board" means the UCIP Board of Directors.
- B.     "Covered Claim" means a third-party claim for damages which is covered under the terms and conditions of the UCIP Bylaws Coverage Addendum.
- C.     "Defense Panel" means those attorneys approved by the Board of Directors to provide legal assistance to defend covered claims against UCIP Members.
- D.     "Member" means a current member of UCIP.
- E.     "Pre-Loss Legal Assistance" means legal consultative services provided by attorneys on UCIP's Defense Panel at UCIP expense to a Member prior to the Member being put on notice of a claim or suit related to the issue the consultative services are being sought.

- F. "UCIP" means the Utah Counties Indemnity Pool.

#### **SECTION VI. Policy Statements.**

- A. The Board of Directors believe that providing Members Pre-Loss Legal Assistance will result in many conflicts being resolved without a claim or suit being filed against the Member.
- B. The Board of Directors believe that providing Members Pre-Loss Legal Assistance will limit UCIP's ultimate cost to defend the Member from claims or suits filed against the Member.

#### **SECTION VII. Procedures and Responsibilities.**

- A. Members may access legal consultative assistance from attorneys on UCIP's Defense Panel for issues which may result in a covered claim against the Member.
- B. UCIP will cover the cost of Pre-Loss Legal Assistance at rates approved for Defense Panel attorneys for up to two hours of services for each issue that may result in a covered claim. Pre-Loss Legal Assistance requiring more than two hours of consultative services must be approved by the CEO.
- C. Members may access additional assistance beyond that approved under the Pre-Loss Legal Assistance Program at their own cost. If a covered claim does result, UCIP may, at its option, reimburse additional assistance paid by the Member which limits UCIP's cost to defend the claim.
- D. UCIP will not reimburse or otherwise be responsible for the cost of legal consultative assistance provided by an attorney that is not approved to the UCIP Defense Panel at the time services are provided.
- E. UCIP will not reimburse or otherwise be responsible for the cost of legal consultative assistance related to an issue which would not result in a covered claim unless approved by the CEO.
- F. A Member which is a county must have approval of the Member's County Attorney to utilize the UCIP Pre-Loss Legal Assistance Program.
- G. UCIP Defense Panel attorneys who are contacted by a Member seeking Pre-Loss Legal Assistance must contact the Member's attorney to coordinate on any opinion or advice to be provided the Member prior to providing such opinion or advice.
- H. Any information provided Members about the UCIP Pre-Loss Legal Assistance Program will include clarification that services under the program must be coordinated with the Member's attorney.

#### **SECTION VIII. Revision History.**

- A. Adopted June 28, 2018

#### **SECTION IX. Appendices.**

There are no appendices to this policy.





### SECTION III - DISCRETIONARY BENEFITS

**The UCIP Board of Directors may add, alter or eliminate discretionary benefits at its discretion.**

UCIP provides a variety of benefits to eligible employees dependent on their employee classification. Full-time employees are eligible for all discretionary benefits described in this Section, unless specifically excluded. Part-time employees are eligible for discretionary benefits as described throughout this Section to the extent identified. Temporary employees are not eligible for any discretionary benefits unless required by law.

#### **A. Retirement**

1. In order to help its full-time and part-time employees plan and prepare for retirement, UCIP participates in the Local Government Public Employees' Noncontributory Retirement System administered by the Utah Retirement Systems (URS), as set forth in Utah Code Ann. §49-13-101 et. seq., 1953 as amended. UCIP contributions to the URS Local Government Public Employees' Noncontributory Retirement System are made in addition to, and not deducted from, eligible employee's regular pay. Eligibility of part time employees will be determined by the rules of the URS plans.
2. UCIP will provide matching contributions to the URS 401(k) Plan, the URS 457(b) Plan and/or the Nationwide 457(b) Plan. Employees who contribute into individual retirement accounts through payroll deduction will receive matching contributions from UCIP. All matching contributions will be deposited into the URS 401(k) Plan, the URS 457(b) Plan, and/or the Nationwide 457(b) Plan at the employee's discretion. The total UCIP matching contributions shall not exceed five percent of the employee's eligible payroll. Employees will be allowed to have additional amounts deducted from their regular pay to contribute to these plans, based on the policies of each plan.

#### **B. Medical, Life and Disability Group Insurance**

UCIP will provide the following life and health benefits to full-time employees and to part-time employees as described:

##### **1. Health Insurance**

For the UCIP sponsored group health insurance coverage, UCIP pays 90% of the monthly premiums for single, double or family coverage for all full-time employees. UCIP pays 45% of the monthly premiums for single, double or family coverage for part-time employees scheduled to work 1,040 or more hours annually. UCIP does not pay any portion of the premiums for part-time employees scheduled to work less than 1,040 hours annually. The employee is responsible for any portion of monthly premiums not paid by UCIP, and may use pre-tax payroll deduction to meet that responsibility. The employee is responsible for all deductibles and co-payments.

#### D. Computer and E-Mail Usage

UCIP recognizes that excessive personal use of UCIP owned computers during work hours can affect productivity, and may be perceived as an inappropriate use of public funds. UCIP reserves the right to monitor computer usage, files stored on UCIP computers and Internet usage.

For purposes of this Policy, "files" means all documents, programs, e-mail, and Internet locations that are created, accessed, stored, or temporarily located on a UCIP computer.

1. **Personal Use.** Employees may use assigned computers for limited personal purposes. This approval is similar to the occasional personal use of telephones during breaks. Excessive use of the computer for personal reasons is not allowed.
2. **Inappropriate Usage.** Employees are not allowed to use a computer for self-employment, or outside employment purposes. Entering or maintaining information on a UCIP computer that is in violation of UCIP's policies and procedures, or that violates State or Federal law, is prohibited.
3. **Privacy.** All files created, accessed, or stored on a UCIP computer are considered UCIP property. Employees shall be advised that there is no right to privacy when using a UCIP computer. All usernames, passwords, personal identification numbers or any other security codes or devices restricting access to UCIP computer equipment or software programs must be provided to the Chief Financial Officer, when created or changed, to allow access by UCIP. As a public agency, all data and files created, accessed, or stored on a UCIP computer may be subject to governmental records access laws, and may become public in compliance with such laws. All employees are required to comply with the UCIP Governmental Records Access and Management Act Policy at all times.
4. **Licenses.** Employees shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by UCIP for personal computer use or any other purpose is prohibited. Bringing software from personal computers to run on UCIP computers is also prohibited. Downloading of software onto UCIP computers is prohibited unless prior authorization has been provided by the Chief Executive Officer.
5. **Equipment.** Only employees authorized by the Chief Executive Officer may purchase, move, alter, or repair computer equipment and wiring.
6. **Email.** Employees may use UCIP's email functions as limited above in Personal Use and Inappropriate Usage. All email received or sent using the UCIP email system are considered UCIP property, and may be accessed, reviewed, copied or disseminated by UCIP as the Chief Executive Officer or Board of Directors deems necessary or prudent. As all email received or sent using the UCIP email system are considered documents in the



# Service Agreement Form

Please return this form via mail, e-mail or fax to:  
Utah Retirement Systems  
Attn: Joseph Bragg  
560 E 200 S Ste 200  
SLC, UT 84102  
E-mail: joseph.bragg@urs.org  
Fax: 801-328-7355

Name of Employer Utah Counties Indemnity Pool

Unit # 864

In accordance with Title 49 of the Utah Code, participating employers are required to utilize the Utah Retirement System Defined Contribution 401(k) Savings Plan on behalf of Tier 2 employees (those *initially* hired on or after July 1, 2011). Also, participating employers are required to allow Tier 2 employees to make elective deferrals to the Utah Retirement Systems Defined Contribution 401(k) Savings Plan. Employers are permitted to participate in any or all of the Defined Contribution Savings Plans (401(k), 457(b), Traditional IRA, Roth IRA). Employers should have clearly defined personnel policies outlining additional non-elective and /or matching contributions, above those required by Utah Title 49.

## Check All That Apply

☒ **Tier 2 401(k) Plan** In accordance with Title 49 of the Utah Code, participating employers are now required to allow Tier 2 employees to make elective deferrals to the Utah Retirement Systems Defined Contribution 401(k) Savings Plan.

☒ **Tier 1 401(k) Plan** Check box if Tier 1 employees are allowed to make elective deferrals to the 401(k) plan.

The employer has the following additional non-elective contributions, matching contributions, and/or restrictions to employee elective deferrals:

UCIP will provide matching contributions to the URS 401(k) Plan and/or the URS 457(b) Plan. The total UCIP matching contributions shall not exceed five percent of the employee's eligible payroll.

*Contributions and deferrals into the 401(k) plan must be coordinated with contributions to other qualified defined contribution plans and code 403(b) plans, for maximum limit testing.*

☒ **457(b) Plan** Check box if employees are allowed to make elective deferrals to the 457(b) plan.

The employer has the following additional non-elective contributions, matching contributions, and/or restrictions to employee elective deferrals:

UCIP will provide matching contributions to the URS 401(k) Plan and/or the URS 457(b) Plan. The total UCIP matching contributions shall not exceed five percent of the employee's eligible payroll.

*Contributions and deferrals into the 457(b) plan must be coordinated with contributions to other employer sponsored governmental 457(b) plans for maximum limit testing*

☒ **Roth and Traditional IRA** Check box if employees are allowed to participate in the IRA program through after-tax payroll deduction.

☒ **Loans from the 401(k) and 457(b)** The employer allows loans from the 457(b) and 401(k) Plans through after-tax payroll deductions for loan repayments.

## Authorized Employer Signature

Sonya White

Print Name

Chief Financial Officer

Title

July 1, 2018

Authorized Signature

Effective Date of Agreement





# Utah Retirement Systems

## Final Condensed Retirement Contribution Rate Guide

Fiscal Year July 1, 2018 - June 30, 2019

	Tier 1 DB System			Tier 1 Post Retired			Tier 2 - DB Hybrid System				Tier 2 - DC Plan			
	Contribution Reporting Fields			Post Retired			Contribution Reporting Fields				Contribution Reporting Fields			
	Tier 1 2018-2019 RATES			Post Retired Employment after 6/30/2010 - NO 401(k) Amortization of UAAL**	Post Retired Employment before 7/1/2010	Optional 401(k) Cap	Tier 2 Fund	Employer	401(k)	TOTAL	Tier 2 Fund	Employer	401(k)	TOTAL
<b>Public Employees</b>														
<b>Contributory Retirement System</b>														
11- Local Government	6.00	14.46	20.46	8.37	12.09	12.09	111	17.30	1.15	18.45	211	8.45	10.00	18.45
12- State and School <sup>1</sup>	6.00	17.70	23.70	12.25	11.45	11.45								
17- Higher Education	6.00	17.70	23.70	12.25	11.45	11.45								
<b>Public Employees</b>														
<b>Noncontributory Retirement System</b>														
15- Local Government	-	18.47	18.47	6.61	11.86	11.86	111	15.54	1.15	16.69	211	6.69	10.00	16.69
16- State and School <sup>1</sup>	-	22.19	22.19 *	9.94	12.25	12.25	112	18.87	1.15	20.02	212	10.02	10.00	20.02
18- Higher Education	-	22.19	22.19 *	9.94	12.25	12.25	117	18.87	1.15	20.02	217	10.02	10.00	20.02
<b>Public Safety</b>														
<b>Contributory Retirement System</b>														
<b>Division A</b>														
23- Other Division A With 2.5% COLA	12.29	22.79	35.08	11.77	23.31	23.31	122	23.11	0.74	23.85	222	11.85	12.00	23.85
77- Other Division A With 4% COLA	12.29	24.37	36.66	12.93	23.73	23.73	122	24.27	0.74	25.01	222	13.01	12.00	25.01
<b>Division B</b>														
29- Other Division B With 2.5% COLA	10.50	22.81	33.31	9.77	23.54	23.54	122	21.11	0.74	21.85	222	9.85	12.00	21.85
74- Other Division B With 4% COLA	10.50	28.98	39.48	15.94	23.54	23.54	122	27.28	0.74	28.02	222	16.02	12.00	28.02
<b>Public Safety</b>														
<b>Noncontributory Retirement System</b>														
<b>Division A</b>														
42- State With 4% COLA	-	41.35	41.35	18.46	22.89	22.89	122	29.80	0.74	30.54	222	18.54	12.00	30.54
43- Other Division A With 2.5% COLA	-	34.04	34.04	11.75	22.29	22.29	122	23.09	0.74	23.83	222	11.83	12.00	23.83
75- Other Division A With 4% COLA	-	35.71	35.71	12.91	22.80	22.80	122	24.25	0.74	24.99	222	12.99	12.00	24.99
48- Bountiful With 2.5% COLA	-	50.38	50.38	26.89	23.49	23.49	122	38.23	0.74	38.97	222	26.97	12.00	38.97
<b>Division B</b>														
44- Salt Lake City With 2.5% COLA	-	46.71	46.71	24.20	22.51	22.51	122	35.54	0.74	36.28	222	24.28	12.00	36.28
45- Ogden With 2.5% COLA	-	48.72	48.72	26.30	22.42	22.42	122	37.64	0.74	38.38	222	26.38	12.00	38.38
46- Provo With 2.5% COLA	-	42.23	42.23	19.61	22.62	22.62	122	30.95	0.74	31.69	222	19.69	12.00	31.69
47- Logan With 2.5% COLA	-	41.97	41.97	19.37	22.60	22.60	122	30.71	0.74	31.45	222	19.45	12.00	31.45
49- Other Division B With 2.5% COLA	-	32.28	32.28	9.66	22.62	22.62	122	21.00	0.74	21.74	222	9.74	12.00	21.74
76- Other Division B With 4% COLA	-	38.97	38.97	15.94	23.03	23.03	122	27.28	0.74	28.02	222	16.02	12.00	28.02
<b>Firefighters' Retirement System</b>														
<b>Division A</b>														
31- Division A	15.05	4.61	19.66	-	19.66	19.66	132	11.34	0.74	12.08	232	0.08	12.00	12.08
<b>Division B</b>														
32- Division B	16.71	7.24	23.95	-	23.95	23.95	132	11.34	0.74	12.08	232	0.08	12.00	12.08
<b>Judges' Retirement System</b>														
37- Judges' Noncontributory	-	43.68	43.68											

\* Does not include the required 1.5% 401(k) contribution.

\*\* Unfunded Actuarial Accrued Liability

<sup>1</sup> Public School Districts and Charter School rates are effective September 1, 2018 - August 31, 2019



## UTAH COUNTIES INDEMNITY POOL BUDGET

	Approved 2018	June 2018	Projected 2019
<b>Revenue</b>			
Contributions	\$ 6,108,840	\$ 3,062,500	\$ 6,308,750
Investments	75,000	143,000	100,000
Other	7,000	6,261	7,000
<b>Total Income</b>	<b>6,190,840</b>	<b>3,211,761</b>	<b>6,415,750</b>
<b>Underwriting Expense</b>			
Losses and Loss Adjustments	3,500,000	1,127,000	3,500,000
Reinsurance	1,650,000	710,000	1,500,000
<b>Total Underwriting Expenses</b>	<b>5,150,000</b>	<b>1,837,000</b>	<b>5,000,000</b>
<b>Administrative Expense</b>			
Trustees	55,000	8,300	55,000
Depreciation	3,000	2,500	8,500
Risk Management	70,000	19,000	70,000
Public Relations	15,000	8,600	15,000
Office	90,000	47,000	90,000
Financial	90,000	67,000	90,000
Personnel	675,000	325,000	700,000
<b>Total Administrative Expenses</b>	<b>998,000</b>	<b>477,400</b>	<b>1,028,500</b>
<b>Total Operating Expense</b>	<b>\$ 6,148,000</b>	<b>\$ 2,314,400</b>	<b>\$ 6,028,500</b>
<b>Change in Net Position</b>	<b>42,840</b>	<b>897,361</b>	<b>387,250</b>





# UCIP Board of Directors Strategic Planning

---

Courtyard Marriott, Cedar City

August 21

Dinner

August 22

Breakfast

Planning Session

Management Reports

- Claims
- Equity
- Financial
- Rating

Committee Reports

- Audit
- Education
- Law Enforcement
- Litigation Management
- Personnel

Strategic Plan

- Mission and Goal Objectives
- UAC/UCIP Relationship
- Coverages and Services
- Work Load

Picnic Lunch

Review of Key Policies

- Expense Reimbursement
- Board Compensation
- Financial Controls
- Coverage Addendum

Review of New Policies

- Pre-Loss Legal Assistance

Board Member Training

- Fiduciary Responsibilities of a Board Member
- Open Meetings Act

Dinner

Shakespeare

August 23

Breakfast

Board Meeting

Lunch

# RISK MANAGEMENT WORKSHOP 2018

*— Davis County*

## SCHEDULE

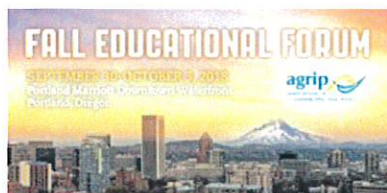
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### Wednesday, September 12

- 8:00    **Breakfast**
- 8:30    **Welcome and Introductions**
- 8:45    Utah OSHA and Preparing Department Heads for Inspection – **Charlene Lamph & Evelyn Partner**
- 10:15   **Networking Break**
- 10:30   Disaster Preparedness – Alex Getts
- 12:00   **Lunch**
- 1:00    The Multigenerational Workforce – **Kimberly Lear**
- 3:00    **Networking Break**
- 3:15    The Risks of Secondary Employment – **Ken Wallentine & Darcy Goddard**

### Thursday, September 13

- 8:00    **Breakfast**
- 8:30    Civility – **Ann Gergen & Cindy Bulloch**
- 10:00   **Networking Break**
- 10:15   Outsourcing and Vendor Risk Management – Johnnie Miller
- 11:45   Managing Litigation – **Dale Eyre & Blake Hamilton**
- 1:15    **Lunch**

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## Schedule

Featured - Preliminary Schedule

Schedule

Notifications

Exhibitors

Speakers

Event Details

Getting Around

Maps

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Sunday, September 30, 2018

### Pooling Basics

12:00PM-6:00PM

### Welcome Reception

6:00PM-7:30PM

Monday, October 1, 2018

### Breakfast

7:00AM-8:30AM

### First-Time Attendee Breakfast

7:00AM-8:30AM

### Keynote

8:30AM-9:30AM

### Keynote Roundtable

9:30AM-10:00AM

### Break

10:00AM-10:30AM

### Health Care Waste

10:15AM-11:00AM

### Key Components of the Right Retention

10:15AM-11:00AM

### Member Engagement Strategies

10:15AM-11:00AM

### Break

11:00AM-11:15AM

### Cyber Liability Claims

11:15AM-12:15PM

### Health Pool Actuarial Analysis

11:15AM-12:15PM

**Public Relations in Difficult Times**

11:15AM-12:15PM

**Lunch and Recognition**

12:15PM-1:45PM

**Managing Wrongful Incarceration Claims**

1:45PM-2:30PM

**New Expectations for Member Portals & Dashboard**

1:45PM-2:30PM

**Next Generation Investing**

1:45PM-2:30PM

**Break**

2:30PM-2:45PM

**Surplus Strategy Case Study**

2:45PM-3:30PM

**Telling Your Story Like a Journalist**

2:45PM-3:30PM

**When Governing Bodies Disagree**

2:45PM-3:30PM

**Break**

3:30PM-3:45PM

**Power of Pooling Roundtables**

3:45PM-4:30PM

**\$ource Game**

4:30PM-5:00PM

**QEI Appreciation Reception**

5:00PM-6:00PM

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Tuesday, October 2, 2018

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**Group Run**

6:00AM-7:00AM

**Breakfast**

7:00AM-8:30AM

**Tech Peer Forum - Breakfast**

7:00AM-8:30AM

**\$ource Game**



7:30AM–8:15AM

**Panel - Sexual Abuse and Molestation Claims**

8:30AM–9:30AM

**Keynote Roundtable or Praesidium**

9:30AM–10:00AM

**Break**

10:00AM–10:15AM

**Long-Term Reinsurance Options**

10:15AM–11:00AM

**Membership Recognition & Retention**

10:15AM–11:00AM

**Break**

11:00AM–11:15AM

**Considering Claims Disclosures**

11:15AM–12:15PM

**Race Equity as a Key to Success for Your Pool and Members**

11:15AM–12:15PM

**Lunch**

12:15PM–1:30PM

**Overhauling Your Pool's Communications Strategy**

1:30PM–2:30PM

**Qualified Immunity**

1:30PM–2:30PM

**Break**

2:30PM–2:45PM

**Actuarial Standards for Capital Adequacy**

2:45PM–3:30PM

**Using CRM to Enhance Member Services**

2:45PM–3:30PM

**Break**

3:30PM–3:45PM

**The Biopsychosocial Approach in Work Comp**

3:45PM–4:30PM

**What Has My Pool Done for Me Lately**

3:45PM-4:30PM

**Source Game**

4:30PM-5:00PM

Wednesday, October 3, 2018

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**Breakfast**

7:00AM-8:30AM

**Generational Cohort Panel**

8:30AM-9:30AM

**CIS Hire to Retire**

9:30AM-10:15AM

**Break**

10:15AM-10:30AM

**Affirmative Litigation**

10:30AM-11:15AM

**Maximizing Your Pool's Agent Relationship**

10:30AM-11:15AM

**Break**

11:15AM-11:30AM

**Stories that Set Us Apart**

11:30AM-12:15PM